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AUTHOR Janiszewski, Kathryn; Permut, Cathy
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ABSTRACT

This set of learning modules was developed during a project to deliver workplace literacy instruction to individuals employed in the more than 50 businesses related to the activities of the Port of Baltimore. It is intended to prepare students for the Customs Brokers examination within a 6-week course period. Actual material from past Customs Brokers examinations and the publication "The Harmonized Tariff," which customs brokers use to find and rate the price of goods, is included throughout the modules. The first module contains a preassessment designed to evaluate students' existing knowledge about customs work and their learning styles. The following topics are covered in the modules 2-6: technical reading and reading comprehension, grammar, punctuation, complex sentences, and test strategies. Each module contains objectives, procedures, student handouts, and learning activities/grammar exercises. Appendixes constituting approximately 50% of the document contain the October 1992 Customs Brokers examination and answers and answers to all exercises included in the learning modules. (MN)

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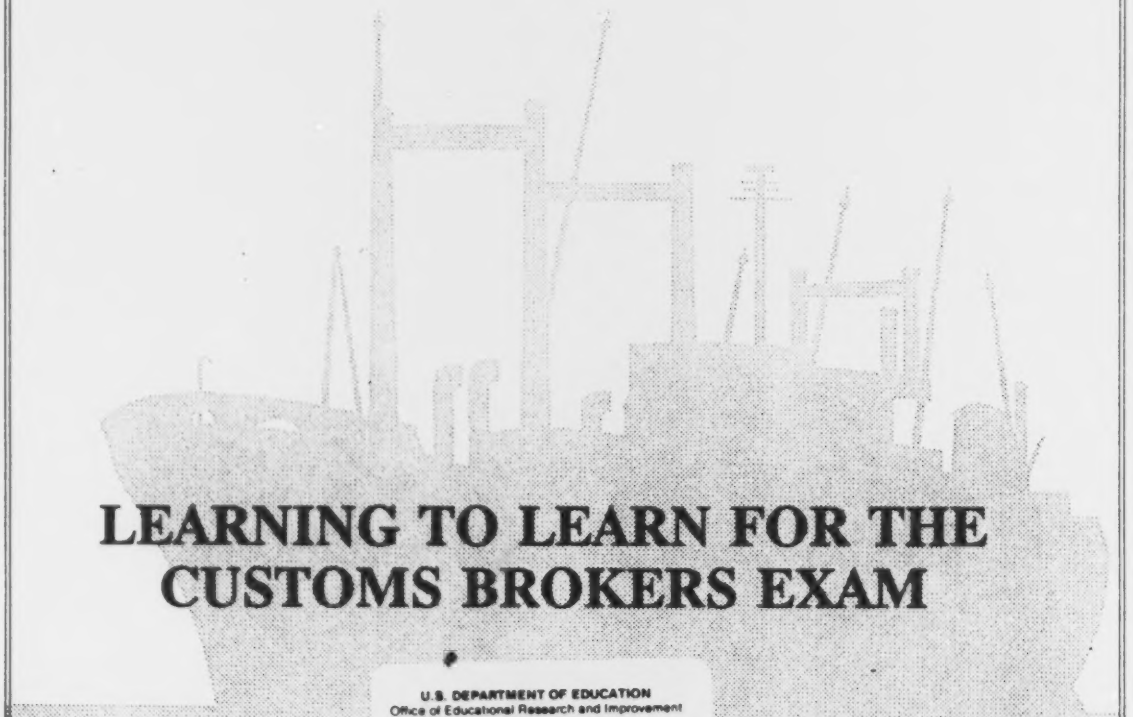
THE PORT OF BALTIMORE WORKPLACE SKILLS DEVELOPMENT PROJECT



LEARNING TO LEARN FOR THE CUSTOMS BROKERS EXAM

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By:
Kathryn Janiszewski
and
Cathy Permut

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Course

Learning to Learn for the Customs Brokers exam is a six week course one and a half hours per week designed to teach people how to study for the Customs Brokers examination. Participants included employees of customs brokerages, freight forwarders, or import/export companies, all Port of Baltimore businesses. These employees planned to take the Customs Brokers exam, either shortly after taking the course or some time in the future.

The course contains actual material from old Customs Brokers exams, as well as material from The Harmonized Tariff, used by customs brokers to find and rate the price of goods.

Module 1 - PREASSESSMENT

OBJECTIVE:

1. To pre-assess participants' knowledge of material to be covered in this course.

2. To give class general information about customs work, the customs brokers exam, what study materials are available, and about examination logistics.

3. To study how memory operates; to show techniques that can slow down forgetfulness.

4. To discuss how concentration can be improved.

5. To examine learning styles and determine which one belongs to each individual.

6. To be aware of strengths in learning styles in order to use them well.

7. To be aware of how to strengthen weaknesses in learning styles.

PROCEDURE:

1. Participants will take the preassessment; it will be checked and then recorded, so that comparison can be made at the end of the course with the post assessment.

2. Class will discuss material in preassessment test.

3. Instructor will give participants handouts of old tests, "Becoming a Licensed Customs Broker," applications for the Customhouse Broker's License, and Customs Broker Information.

4. Participants will discuss material on Memory and Learning Styles.

5. Participants will be encouraged to attempt on their own time the old customs brokers test found in Appendix A of this course. It is more useful to try the test at the end of the course than at the beginning.

PREASSESSMENT

MARK EACH ITEM TRUE (T) OR FALSE (F).

___ 1. One long study session is more valuable than several spaced short sessions.

___ 2. Associating new information with information that you already know helps you to learn.

___ 3. Studying in the evening is always the best possible time for anyone.

___ 4. All of us basically learn the same way.

___ 5. In reading an outline, any items that are above an item and to the left of that item's indentation are included in that item.

___ 6. In true/false statements, absolute statements containing words like "always" and "never" are usually true.

FIND THE SUBJECT, THE OBJECT IF THERE IS ONE AND THE VERB.
The verb could be more than one word.

1. Despite this obstacle, officials in Baltimore have done a good job selling the port's strengths.

   _____ _____ _____
   (subject) (verb) (object)

2. As negotiations between the company and union officials continued last week, union officials disputed the company's dire predictions.

   _____ _____ _____
   (subject) (verb) (object)

3. Crimes committed in the course of one's job by those who operate inside business, government, or other establishments, in violation of their sense of loyalty to their employer or client, are among the most difficult to identify.

   _____ _____
   (subject) (verb)

SIMPLIFY THESE SENTENCES AND REWRITE THEM.

1. Members of the staff may freely consult in the record room any records that pertain to their work, unless there is basis that one of these individuals wishes to consult a record for purposes not favorable to the interests of the company, then access to that particular record may be refused, and the matter should be referred to the Administration Office.

2. Policies that encourage industries to pack up and move from one state to another, or even leave the country, in search of cheaper labor costs, lower taxes, and fewer regulations, are policies that, whatever their intention, promote racial inequality through their disproportionate impact on minority workers.

Customs Brokers Information

Clearing U.S. Customs can be a complicated process due to Customs regulations. Customs Regulations come from Customs laws. Since they are very aware of all the regulations, customs brokers and freight forwarders are employed to help individuals or companies move their goods through Customs. Customs brokers work with imports, while freight forwarders (international and domestic) work with exports. Some companies work with both imports and exports. A company needs one licensed broker. A corporation may have a license if two officers of the corporation are licensed brokers.

The Harmonized Tariff is used to find and rate goods. The ground rules are in the front of the tariff book, and they apply on an international level. There are 97 chapters, and the United States has added an additional two chapters. The book is set up in a logical fashion, moving from living things, to raw materials, to technical items. Awareness of this structure allows for a quicker search.

When you are searching for an item, consult the index first, then move to the chapter, and finally on to the explanatory notes. When looking up items, make sure to read the chapter notes in case there are any disclaimers, inclusions, or exclusions. Outline format is important in The Harmonized Tariff and needs to be considered as material is searched. Footnotes are also valuable and need to be noted. Customs brokers need to be well versed in The Harmonized Tariff.

CUSTOMS EXAM INFORMATION

In making the decision to take the exam, you need to consider several things:

- It is wise to work several years in the field to become familiar with the material before taking the exam.
- You need to be a U.S. citizen and at least 21 years of age.
- A background investigation by Customs will be done after you have passed the exam. If your record shows any drug activity, especially after 1986, you will be denied a license.

This course will provide you with skills so that you can study wisely. Upon completing this course, you need to begin or continue actual content study. You can do so

individually, with another person, with a study group, with a computer tutorial program, or with a formal study course. It will involve many hours of preparation. Some have spent a year, working with others, one night a week.

Whatever method of study you choose, it is important to make a schedule and adhere to it. A plan can be made of time periods in which to cover certain sections. Study a section at a time, and then test yourself on that section.

Currently, no preparation classes are offered in Baltimore. Those interested in a formal study course may contact Tony Collini of John S. Connor, Inc. (phone 410-332-4800). If there is enough interest, Tony will see if he can arrange a class.

STUDY MATERIALS

The materials to study are varied and include the following: The Harmonized Tariff Schedule of the United States, The Customs Regulations, Special and Administrative Provisions of the Tariff Act of 1930, as amended, Importing Into the United States, and The U.S. Customhouse Guide.

Importing Into the United States would be good to read first since it is written in laymen's language and is easier to understand. Then proceed to the more official documents. This book can be obtained by walking into U.S. Customs, at 200 St. Paul Place, Baltimore, Maryland, and asking for one free copy. If multiple copies are needed, they are $6.50 each.

Tests that have been previously given may also be obtained from Customs and studied. There is a charge of $.15 per sheet for duplicating these. Copies of these tests are being made available to you in this course.

The Customs Regulations may be obtained from:

U.S. Government Printing Office
Washington, D.C. 20402-9371

Government Printing Office
8660 Cherry Lane
Laurel, MD 20707
(phone 301-953-7974) Washington, D.C. area
(phone 410-792-0262) Baltimore, MD area

Boskage Commercial Publishers have some study materials that may be of use. They will send their catalogue and/or course information. They have three study plans available:

Study plan A - for limited experience applicants
Study plan B - for applicants needing extra help
Study plan C - for experienced applicants ($225)

Boskage Commercial Publishers
P.O. Box 337
Allegan, MI 49010
(phone 616-673-7242)
(FAX 616-673-6773)

EXAM LOGISTICS

The exam is given twice a year, on the first Monday in April and October. To register for the exam, an Application for Customhouse Broker's License (see enclosed material) needs to be filled out and sent to:

The District Director of Customs
200 St.Paul Place (28th floor)
Baltimore, MD 21202

The test is given on the 27th floor of the Customs Building.

There is a $300 filing fee; $100 will be refunded if the exam is not passed. Some companies will pay the test fee for the applicant. The exam is four and a half hours long and contains 100 multiple choice questions. A passing score is 75% and above. There is no limit to the number of times the exam may be taken.

Once the exam is passed, a background investigation is conducted by Customs. A $19.55 fingerprint fee will be required.

CONCLUSION

The Customs Exam requires careful and organized study over a period of time. It is wise to think about the best method of study for you personally, and then search for a way to accomplish that, whether it be individual study, group study, or a formal class. Working with a broker or freight forwarding company for a period of time allows more familiarity with the materials and greater facility in searching for rates.

Learning Styles

I. Memory and how to learn

In one hour, you forget 50% of what you have learned. In 2 days, you forget 70% of what you have learned. There are techniques to prevent or slow-down forgetfulness. It is beneficial if we can fit information into our base of knowledge that we already have. It is also helpful to regroup information so that it is more meaningful.

- We need to intend to remember. Formulating questions before we read in order to read for specific answers helps.

- Material needs to be meaningful. We need to understand and be able to explain information in our own words.

- Reorganizing information into categories helps.

- Association allows you to connect new information to information that you already know.

- Spacing study out is better than one long study period. You actually need less time for memorization if you use spaced study.

- Mnemonic devices are memory aids like rhymes, nonsense words, mental pictures, etc. These work with information that has no other way to organize it.

- Visualizing allows us to use the right and left sides of our brain so that we can increase our learning. Graphs, charts, and diagrams help.

- We elaborate on our ideas by questioning, looking for implications, finding similarities, and looking for relationships.

- Periodically reviewing is a great help in warding off forgetfulness. We need to review right after we learn something, and then on a regular basis after that.

II. Concentration can be improved by focusing attention and excluding distractions.

• Find a quiet place and use the same place each time, and you will find that you are psychologically and automatically ready for study when you are there.

• Eliminate clutter and have all materials on hand that will be needed.

• Study at your personal peak period of attention.

• Control noise levels.

• Be aware of your physical state, and make sure you are in the best possible state when studying.

• Set goals and time limits, and then reward yourself.

• Try to generate some interest in the subject.

• Write notes or underline as you study.

• Vary activities while you study.

• Keep a distraction list.

III. Learning Styles affect how we study and learn.

Since individuals have various learning styles, it helps to understand which styles suit us in order to make maximum use of our time and effort.

Different Learning Styles

Auditory or visual learner: How we learn information.

• Learn by auditory - hearing and listening

• Learn by visual - reading, films, pictures, and diagrams

Applied or conceptual learner: This indicates the types of learning tasks preferred.

- Learn by application - tasks with real objects and real life situations
- Learn by concepts - tasks with language and ideas; don't need practical applications

Spatial or non-spatial learner: This shows your ability to work with spatial relationships.

- Learn spatially - mentally picture how things work in space; good at drawing, repairing, and assembling
- Learn non-spatially - rely on verbal or language skills

Social or independent learner: This indicates how you prefer to work with others while learning.

- Learn socially - like working with others
- Learn independently - like working alone; self-directed and goal oriented

Creative or pragmatic learner: This refers to the preferred approach to learning tasks.

- Learn creatively - imaginative; like to discover and experiment; like taking risks
- Learn pragmatically - practical, logical, systematic; like order and rules

Which of the styles above refers to your preferred way of learning? You could choose more than one, since we never learn in only one style.

IV. **Look at your strengths and weaknesses. The following points may be helpful in turning your weaknesses into stronger methods of learning. For example, if you are weak in**

Auditory - take notes; concentrate harder while listening; repeat oral information

Visual - draw figures, pictures, diagrams

Applied - question yourself as to how to use new information; write summaries of information; use visuals; find practical uses for ideas; ask yourself how something works

Conceptual - ask why something is important; see how ideas relate; create models; group information; look for a pattern; summarize; use pre-reading

Spatial - translate diagrams into language; write out steps; redraw diagrams; summarize key points of diagrams in language

Social - get involved; pay attention to others' feelings; pay attention to body language

Independent - work on time management; stick to goals; set time limits

Creative - free-write or brainstorm; visualize things

Pragmatic - improve organizational skills; set goals and time limits; write summaries for procedures; organize materials each week; use outlining

Our learning style can change and develop as we practice new techniques. Learning is a very individual process.

Module 2

OBJECTIVE:

1. To learn what constitutes technical reading and methods of attacking it for comprehension.

PROCEDURE:

1. Participants will view and discuss different types of graphics after they are introduced in technical reading.

2. Participants will work through questions in groups so that they may assist each other and learn from each other. As the exercises are completed, they will be checked in class.

TECHNICAL READING

Technical reading is highly detailed specific information that can be presented with graphics or via technical writing.

Graphics are all forms of visual representations used to organize and present information. These forms can be maps, charts, tables, diagrams, graphs, photos, etc. Graphics help us to see patterns, variations, and trends.

Technical writing is characterized by compactness, precise vocabulary, detailed information and dense facts, intention for practical use and decision-making, technical vocabulary for shortcuts, abbreviations and notations, and special formats.

I. Aids in reading graphics:

- Look at the organization.
- Determine the scale. BE SURE TO LOOK AT THE TOP, BOTTOM, LEFT AND RIGHT SIDES.
- Look for trends or patterns.

II. Aids in reading technical writing:

- Slow your reading rate.
- Pre-read titles and subtitles to gain an overview.
- Reread material for better understanding.
- Study graphics.
- Use visualization.
- Make a sheet of needed and often-used information.
- Use paper clips as markers for important and often-used areas.

III. Outlines

An outline helps you grasp the organization of the materials. Outlining alternates between numbers and letters in the following way:

I. Roman Numerals
    A. Capital Letters
        1. Arabic Numerals
            a. Small letters

Notice the indentations to distinguish the relative importance of materials.

Look at the next page from the Tariff and notice the outlining by indentation; also notice how the indented material is included in all that has come above it.

The Harmonized Tariff employs a lot of outlining. Sometimes the Tariff uses the outline form without the numbers and letters but only the system of indentation. You must remember that as information is indented, all that is above it is included.

Heading/ Subheading	Stat. Suf- fix	Article Description	Units of Quantity	Rates of Duty 1 General	Rates of Duty 1 Special	Rates of Duty 2
7318		Screws, bolts, nuts, coach screws, screw hooks, rivets, cotters, cotter pins, washers (including spring washers) and similar articles, of iron or steel:				
		Threaded articles:				
7318.11.00	00	Coach screws	kg	12.5%	Free (B,E,IL,J) 5% (CA) 1/ 11.2% (MX)	25%
7318.12.00	00	Other wood screws	kg	12.5%	Free (A,B,E,IL,J, MX) 5% (CA) 1/	25%
7318.13.00		Screw hooks and screw rings		5.7%	Free (A,B,E,IL,J, MX) 2.2% (CA)	45%
	30	Having shanks or threads with a diameter of less than 6 mm	kg			
	60	Having shanks or threads with a diameter of 6 mm or more	kg			
7318.14		Self-tapping screws:				
7318.14.10	00	Having shanks or threads with a diameter of less than 6 mm	kg	6.2%	Free (B,E,IL,J) 2.4% (CA) 1/ 5.5% (MX)	45%
7318.14.50	00	Having shanks or threads with a diameter of 6 mm or more	kg	9.5%	Free (B,E,IL,J) 3.8% (CA) 1/ 8.5% (MX)	45%
7318.15		Other screws and bolts, whether or not with their nuts or washers:				
7318.15.20		Bolts and bolts and their nuts or washers entered or exported in the same shipment		0.7%	Free (A,B,E,IL,J) 0.2% (CA) 1/2/ 0.6% (MX)	3.5%
	10	Having shanks or threads with a diameter of less than 6 mm	kg			
		Having shanks or threads with a diameter of 6 mm or more:				
	20	Track bolts	kg			
	30	Structural bolts	kg			
	40	Bent bolts	kg			
		Other:				
	50	With round heads	kg			
	60	With hexagonal heads	kg			
	90	Other	kg			
7318.15.40	00	Machine screws 9.5 mm or more in length and 3.2 mm or more in diameter (not including cap screws)	kg	1¢/kg	Free (A,B,E,IL,J) 0.4¢/kg (CA) 1/ 0.9¢/kg (MX)	2.2¢/kg
7318.15.50	00	Studs	kg	4.7%	Free (A,B,E,IL,J, MX) 1.8% (CA) 1/	45%

1/ See subheading 9905.00.00.
2/ See subheading 9905.73.16.

Questions on Technical Reading 2A

On the following pages, you will find two charts, two graphs, and a table. The following questions refer to these forms of information.

1. Concerning steel from 1991 to 1993, what is the trend in this period for steel exports?

2. What is the trend in this period for steel imports?

3. Concerning the chart on steps for shipment, how many steps **may** take place before a vessel is loaded?

4. At what point is inspection done?

5. Concerning commodity revenue, how much money comes to the area due to shipping of automobiles?

6. What is the total of the revenues for the year pictured in this graph?

7. The total of all percents on a pie chart should add up to (about) _____ per cent?

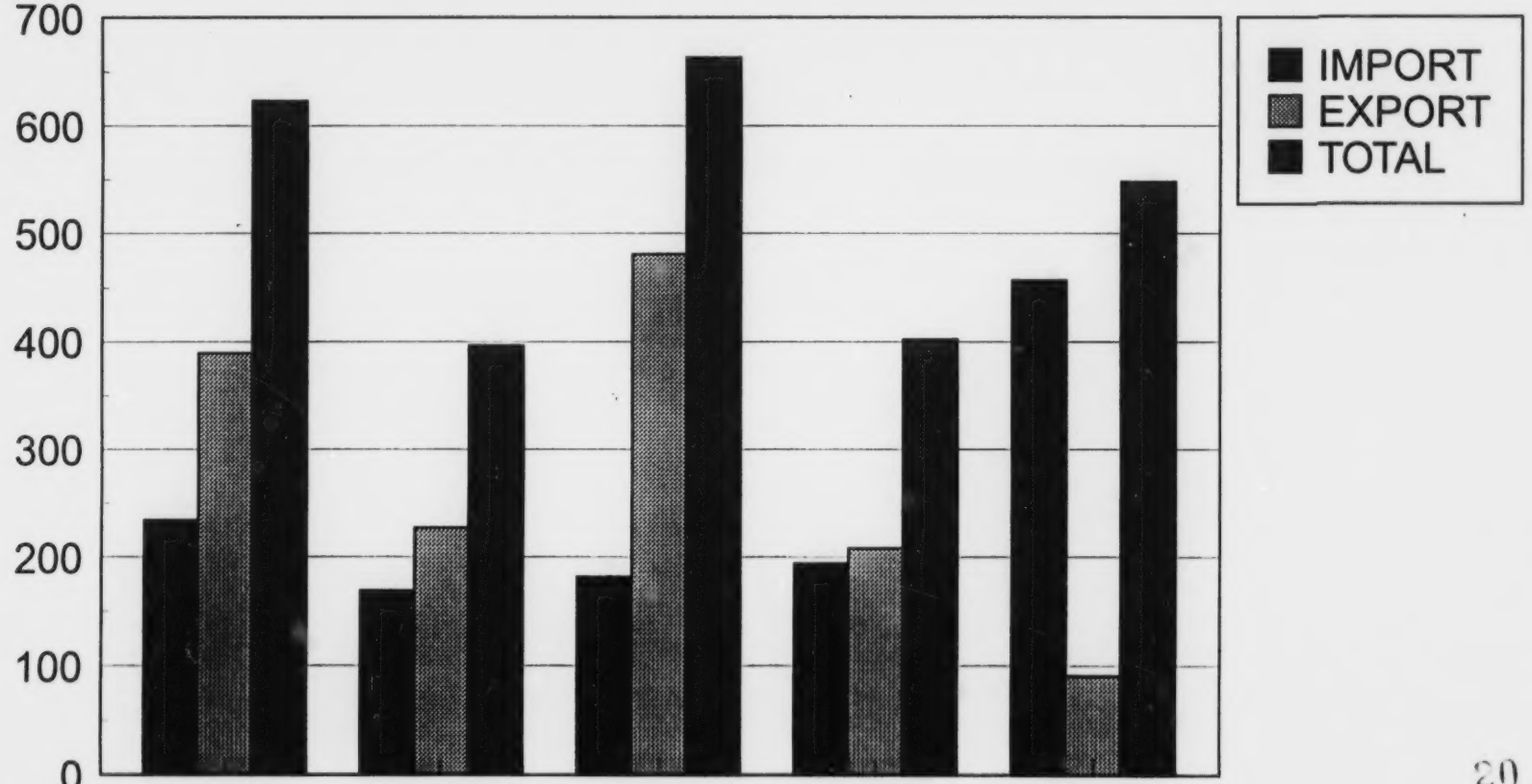
8. What percent of people working at the port live in either Baltimore City or Baltimore County?

9. For the table on foreign commerce, in what year do exports show the greatest tonnage?

10. What is the largest value for imports shown in this table?

11. What are the trends for both imports and exports shown by the years 1990 through 1993?

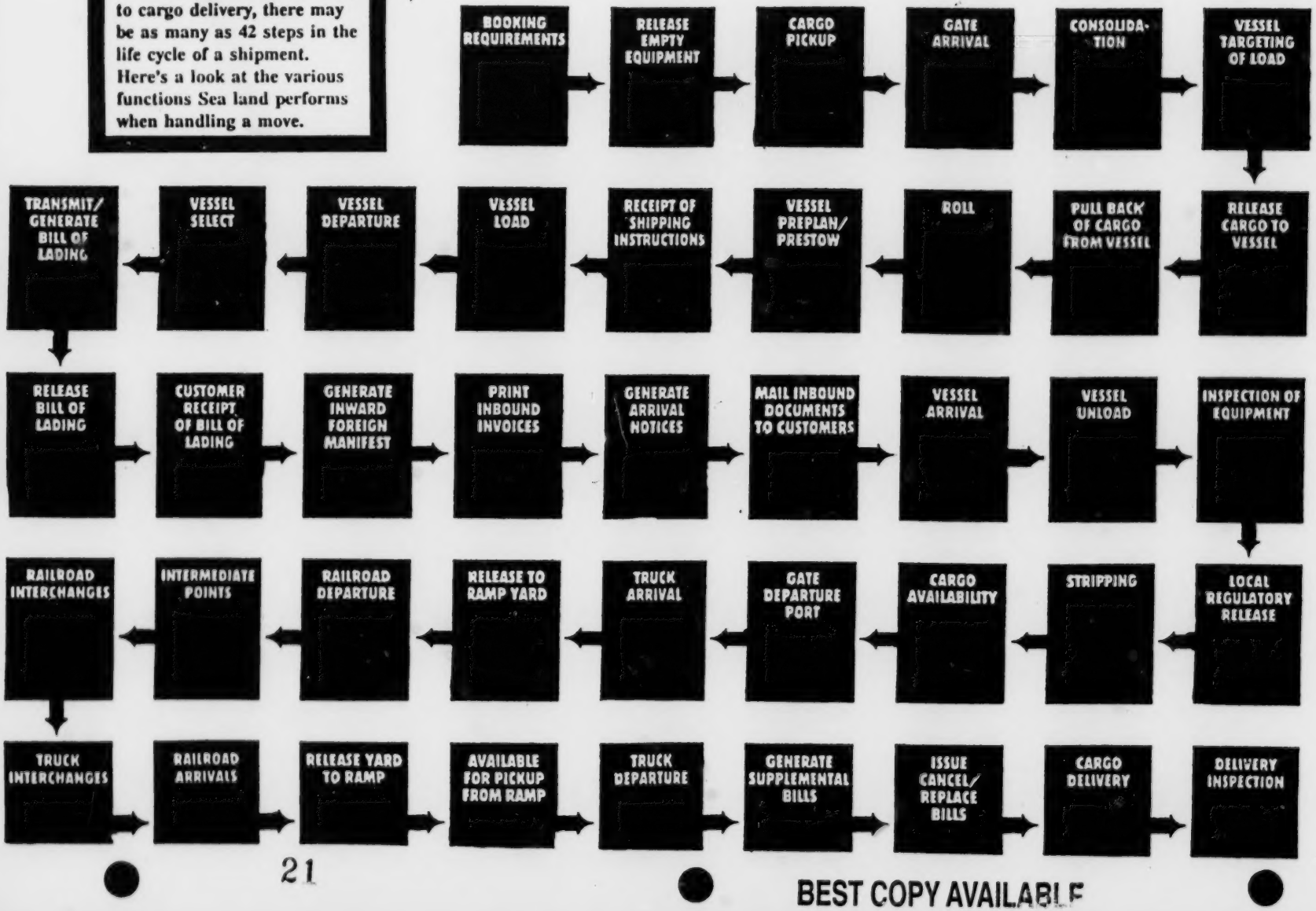
STEEL 1989 - 1993
THOUSANDS OF TON



Critical events in a shipment life cycle

EDITOR'S NOTE

From the first phone calls to cargo delivery, there may be as many as 42 steps in the life cycle of a shipment. Here's a look at the various functions Sea land performs when handling a move.



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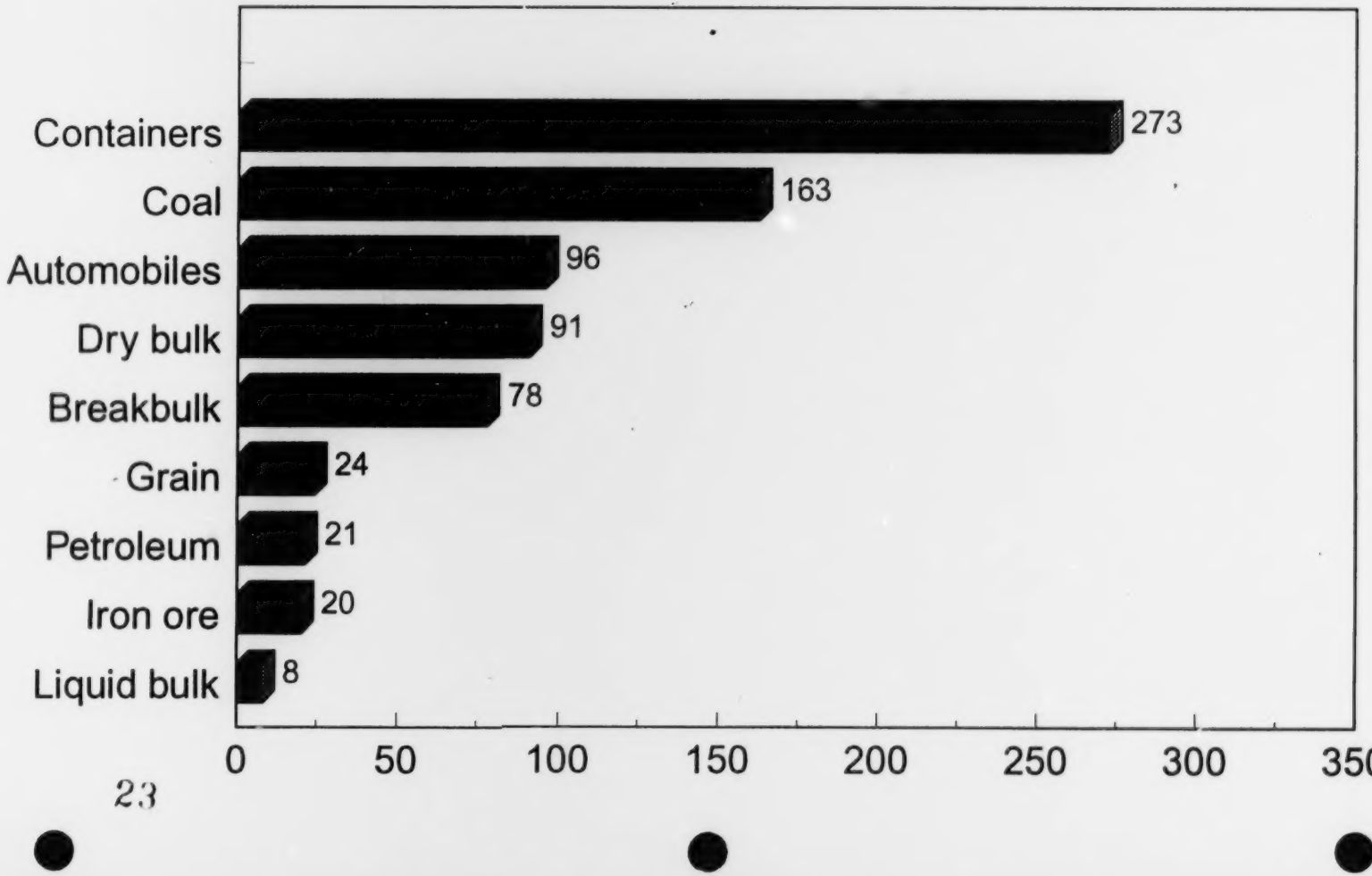
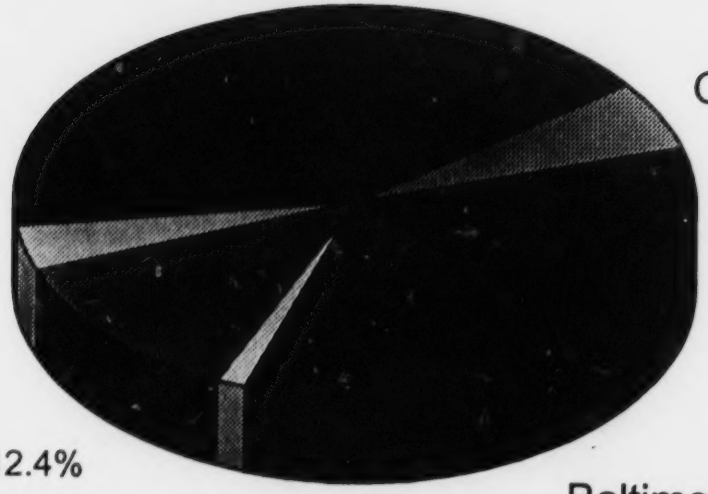
Commodity Revenue
In Millions



Direct Jobs Distributed by Place of Residence



TOTAL FOREIGN COMMERCE THROUGH THE PORT OF BALTIMORE

EXPORT COMMERCE		
YEAR	VALUE	SHORT TONS
1984	$5,657,491,802	11,125,430
1985	$5,441,721,000	13,960,399
1986	$4,751,566,000	10,500,066
1987	$5,281,123,000	10,176,937
1988	$6,578,869,000	12,046,597
1989	$7,322,416,000	14,182,141
1990	$6,257,789,000	12,200,018
1991	$7,503,224,000	14,432,727
1992	$7,378,736,000	14,069,003
1993	$7,199,607,000	12,725,071

IMPORT COMMERCE		
YEAR	VALUE	SHORT TONS
1984	$ 8,972,690,530	13,880,347
1985	$ 9,245,143,000	12,145,191
1986	$10,775,359,000	14,207,271
1987	$11,559,088,000	14,707,154
1988	$11,600,300,000	16,781,781
1989	$11,118,204,000	16,801,230
1990	$10,336,510,000	12,809,971
1991	$ 9,111,964,000	9,415,960
1992	$ 9,585,691,000	11,780,718
1993	$10,007,873,000	12,404,100

TOTAL FOREIGN COMMERCE		
YEAR	VALUE	SHORT TONS
1984	$14,630,182,332	25,005,777
1985	$14,686,864,000	26,105,590
1986	$15,526,925,000	24,707,337
1987	$16,840,211,000	24,884,091
1988	$18,179,169,000	28,827,378
1989	$18,440,620,000	30,983,371
1990	$16,594,229,000	25,009,989
1991	$16,615,188,000	23,848,687
1992	$16,964,427,000	25,849,721
1993	$17,207,480,000	25,129,171

Module 3 Grammar

Objectives

1. To explain sentences, subjects and verbs.

2. To explain parts of speech, to assist in the understanding of correct sentences.

Procedures

1. Instructor will explain sentences and parts of speech.

2. Participants will practice finding subjects and predicates on exercises.

3. Participants will then practice more complicated grammar skills, such as incomplete sentences and identification of modifiers.

PARTS OF SPEECH

1. Noun - Person, place or thing (or idea)

2. Adjectives - Descriptive words or phrases concerning nouns

   Also articles: **a, an, the** and numbers: **two, fourth**

3. Adverbs - Descriptive words or phrases concenring verbs

   where? how? .when? how much? to what extent?

4. Prepositions - words of place, usually followed by a noun

about	above	across	after	against
along	among	around	at	before
behind	below	beneath	beside	between
beyond	but (as an exception)		by	concerning
down	during	except	for	from
in	into	like (as)	of	off
on	over	past	since	through
to	toward	under	until	up
upon	with	within	without	

5. Pronouns

   PERSONAL -- (nominative) I, you, he, she, it, we, they
   (objective) me, you, him, her, them us

   POSSESSIVE -- my, mine, yours, his, hers, whose, ours, theirs

   REFLEXIVE -- myself, yourself, herself, ourselves, themselves, etc.

   RELATIVE -- who, whom, which, that, whose

   DEFINITE -- this, that, these, those (adjectives)

   INDEFINITE

all	another	any	anybody	anyone
anything	both	each	either	everybody
everyone	few	many	neither	nobody
none	no one	one	other	several
some	somebody	someone		

6. Verb - Action or state of being.

7. Conjunction - words that join together - **and, or, but, nevertheless**

SUBJECTS 3A

Underline the subject. It could be more than one word.

1. My father and I go bowling on Sundays.
2. They gave access to the Seagirt Terminal.
3. Did Jimmy get a new job?
4. The application forms were five pages long.
5. The young clerk in the accounting department is always friendly.
6. The ship has fifty containers.
7. Here is the file.
8. Joe's sister and brother look just like he does.
9. The ships in the harbor rocked slowly.
10. He trained hard as a crane operator.
11. Would the shoes fit better in a larger size?
12. There are two strange men in the ship.
13. It seemed like a good deal.
14. The roof on this boat leaks.
15. The ships are late again.

SUBJECTS 3B

Underline the subject.

1. We have a new crane.
2. Taking trips to the terminal has brought us much enjoyment.
3. Anna likes to watch the ships unload.
4. Did you know that t.v. is used in education?
5. Riding hi-los is good for the muscles.
6. The cook could not get the fire under control.
7. Nancy painted a fine picture.
8. Cameras have value.
9. Nations often have to fight for freedom.
10. Janice has just thought of a plan.
11. Do you know how to bake a cake?
12. The car passed slowly by the beautiful harbor.
13. We like people who believe in honesty.
14. Sometimes we keep our thoughts to ourselves.
15. Abraham Lincoln wore a beard.
16. The neighbors are taking a trip to Fells Point by ferry boat.
17. The port office was painted a different color each year.
18. Maurice wants an electric drill.
19. The man reacted with anger.
20. Harry collects container stickers for fun.

COMPLEX SENTENCES

3C Incomplete versus complete sentences

Complete sentences have a core that contains a subject and verb; incomplete do not. Determine if the following are complete sentences or not.

A. Seagirt has been pivotal to the resurrection of the once beleaguered port.

B. At the International Longshoremen's Association hiring hall in Highlandtown, such terrific signs.

C. With longshoremen over jobs at a nearby rail yard.

D. Steamship lines were reluctant to sign leases.

E. Baltimore is an old port.

3D Objects and Modifiers

There are other parts that can be added to sentences that are less important. Objects complete the meaning of a sentence and receive the action. They answer the question "what?" Find the objects in the following sentences.

1. Seagirt will generate $35.4 million in revenues.

2. He negotiated contracts with many steamship lines.

3. The Port of Baltimore uses computers in its operation.

4. The dockside rail terminal permits the direct flow of containers from ships to trains.

5. Cranes hoist multi-ton boxes, known as containers, on and off ships.

3E Modifiers can change the sentence by giving further information. Modifiers can give important or unimportant information. Sometimes they qualify, limit, or restrict the core part and are very important. Locate the core part; then underline the modifier. There could be more than one modifying phrase in a sentence.

1. The book, the 1989 edition of the International Christian Maritime Association Directory, lists the groups that assist and welcome foreign sailors at all of the world's great ports.

2. While the longshoremen hope that the port's recent upswing will give them more steady work, they're really counting on something far more certain.

3. Faced with automation, intense competition from other ports, and a withering world economy, the ranks of longshoremen in Baltimore have dwindled.

4. From work on ships such as Venus Diamond, Asian Breeze, Alabama Star, Ocean Ace, the sailors can find temporary respite at the center three to five days a week.

5. In an unprecedented move that could ultimately create havoc at the rebounding port, the state is threatening to evict the port's largest stevedoring company.

3F In the following sentences, cross out modifiers so that you are left with only the core of the sentence.

1. In the 1930's, the streets were alive with working people, animals pulling wagons or waiting to be slaughtered, businesses catering to seafarers, and characters who came to Thames Street from ports around the world.

2. While the potential impact of trade agreements still is being analyzed here, it is expected that they will boost exports like automobiles which have been sluggish.

3. Thanks to landmark agreements liberalizing world trade and harmony between longshoremen and management, the port of Baltimore begins 1994 well positioned to continue its steady growth in cargo.

4. The system described has been estimated to cost about $1,500,000 with a yearly operating cost in the vicinity of $175,000 .

5. When the books closed for the fiscal year on June 30, the local port showed a $2.4 million profit.

6. Even as the economic doldrums continued to dog Maryland businesses, Baltimore's port is laying the foundation for a bright future.

7. Despite this obstacle, officials in Baltimore have done a good job selling the port's strengths.

8. The shipyard, which once built the world's largest commercial cargo ships, diversified into tunnel construction and ship repair work over the past several years to survive.

9. As negotiations between the company and union officials continued last week, union officials disputed the company's dire predictions.

10. Just a few hours south of Baltimore, down the Chesapeake Bay, managers at the Newport News Shipbuilding Co. have hope for the future.

3G Rewrite each of the following in order to get rid of unnecessary words while not losing the meaning of the sentence or sentences.

1. For quite a long time it has been my wish to gain entrance into the field of accounting. This is due to the fact that it challenges my intellect.

2. To me it appears that Johnson did not give any attention whatsoever to the suggestion that had been recommended by the hired consultant.

3. In the past there were quite a large number of firms on the West Coast competing with us. Presently, the majority of those firms have been forced to go out of business by the hardships and difficulties of the recessionary period of business contraction and stagnation.

4. This company's policy, in every case, is to proceed with care in testing new equipment, and that such testing must precede our arriving at any positive conclusion with respect to the effectiveness of said product.

5. In the event that Smithers does not come forth with an expression of willingness to lend us assistance in the matter of financing this project, it is entirely possible that we will not be able to make the required acquisitions of raw materials we need without help.

3H Multiple core parts: subjects and verbs.

Some sentences have more than one subject or more than one verb. Find them in the following sentences and underline them.

1. He oversaw the opening of the modern Seagirt Marine Terminal and negotiated a difficult operating agreement with the Longshoremen's Association for the computerized terminal.

2. The Port of Baltimore was at the apex of commercial favor and was growing more rapidly than imagined.

3. The state owns the 570-acre Dundalk site and effectively acts as a landlord, charging rent for the land, plus fees for wharfage, dockage, and use of the cranes.

4. Car accidents can injure and cause financial problems.

5. The North American Free Trade Agreement (NAFTA) and the General Agreement on Tariffs and Trade (GATT) accord are expected to boost trade by eliminating or substantially reducing tariffs.

Module 4 - Punctuation

OBJECTIVE:

1. To explore how punctuation affects comprehension of a sentence.

PROCEDURE:

1. Participants will work on exercises in groups.
2. Participants will check exercises in class.

PUNCTUATION

Punctuation affects comprehension by separating parts of the sentence, or showing idea groupings, or giving clues to the relative importance of ideas. Punctuation marks have specific functions.

A. Comma

1. Can be used to separate introductory parts of the sentence

   Example: Lately, the port's fortunes have been advancing.

2. Can be used to separate the key idea from the less important idea in subordinate sentences. Can be used to separate complete thoughts in coordinate sentences.

   Example: Mr. Stanton, brilliant port leader that he was, originated the idea for a new terminal, which eventually was named Seagirt.

   Example: Either break bulk cargo sits loose in a ship's hold, or it is contained in a variety of boxes and bags.

3. Can be used to separate additional, but not crucial, information

   Example: Earlier this year, longshoremen voted handily to extend their contract for two more years rather than face difficult negotiations in 1994.

   Example: Article 4, concerning absence of employees, is part of the contract.

4. Can be used when equal items are presented in a series or list

   Example: He became the port administration's deputy executive in charge of operations, marketing, administration, and finance.

   Example: Baltimore's port has fallen victim to the same trends that have hit other old East Coast ports - intense competition, world recession, decline in international trade, and an increase in technology and automation that raises efficiency even while leaving many laborers out of work.

4A Punctuate the following sentences; <u>underline</u> the main subject and main verb.

1. In a port once known for its labor problems Seagirt was the first terminal where longshoremen worked through lunch hour

2. The COSCO ships will mean more cargo for dockworkers to unload more work for bay pilots whose tugboats bring the huge ships to port and more work for other port-related businesses like freight forwarders

3. While many port facilities perform one of these functions well few do all three

4. In the 1930's you could make a dollar's worth of nickels every hour for unloading sacks of coffee crates of canned goods bags of sugar and anything else ships carried

5. In recent years the worldwide recession has prompted major shipping lines to consolidate their cargo and share vessels

B. Semicolon

1. Can be used to separate two closely related ideas in a coordinate sentence

   Example: After a decade-long decline, man-hours at the port rose slightly in 1992; they're expected to increase again this year.

2. Can occasionally be used in place of commas to alleviate confusion

   Example: The speakers at the meeting were Adele Abrahms, a Customs broker; Jim Lavort, a longshoreman; and Ed Sullivan, a U.S. agent from Fish and Wildlife.

C. Colon

1. Can be used to introduce a list, statement, or quotation. It tells you that more information is to follow. It is also a signal that the subject and verb have come first. Do not use a colon immediately after the verb.

Example: Several countries ship the majority of cargo into Baltimore for U.S. destinations: Canada, Brazil, Australia, Japan, and Venezuela.

Incorrect: She liked: chocolate, vanilla and strawberry ice cream.

D. Dash

1. Can be used to separate nonessential elements from the core sentence, if a comma would be confusing

Example: When he started on the docks, workers got hired — day and night — on the piers, off the streets, out of bars.

4B: Punctuate the following sentences.

1. Automation had just begun enormous cranes started hoisting cargo off and on ships in huge metal containers

2. The terminal creatively financed with money collected on the state's toll roads and bridges could require decades to recoup its construction costs

3. This much is clear hundreds of people and tons of high technology equipment are needed to deliver a simple breakfast to your table

4. Hundreds of American products and raw materials depart from the Port of Baltimore daily coal from Western Maryland Pennsylvania and West Virginia auto parts from Detroit farm equipment from Wisconsin and dam components from Pennsylvania just to name a few

5. In 1992 for example 21.1 million tons of cargo passed through Baltimore to international destinations

E. Quotation marks

1. Used to separate the exact words of the speaker from any other part of the sentence

Example: John heard Martha say to herself, "Could I really hate peas?"

Notice that the actual words are preceded by a comma (or a colon could be used) and then the quotation marks. Notice also that the punctuation which ends the sentence is inside the final quotation marks.

Example: "Could Mrs. Smith really," sighed Martha, "have given me so many of them?"

Notice that the interruption which tells us who is speaking is set off by commas, one inside the first set of quotation marks, and one BEFORE the second set of quotation marks. Notice that the second part of Marth'a words are not capitalized because they are part of the same sentence.

2. Used to indicate the title of an article, essay, short story, poem, song, etc.

Example: She loved to hear him sing "That Old Paper Moon."

Notice that the final punctuation is still inside the final quotation marks and that there is no comma to separate the words from the title.

3. Used to set off a word or phrase to call attention to it.

Example: What is a "flattop"? It's an aircraft carrier.
Joe is a pretty "cool" guy.

Notice that the final punctuation is not included inside the quotation marks.

4. Single quotation marks are used if there is a need for quotation marks within the quotation marks containing someone's words.

Example: The witness shouted, "Your honor, he called me a 'liar and a thief'."

Can you correctly punctuate the following:

1. He said Where are you?

2. Where are you he said.

3. Where he said are you?

PUNCTUATION 4C

Punctuate the following correctly:

1. The mayor's aide reported Mayor Stillwater has appointed an interim director to fill the vacancy caused by the port administrator's resignation.

2. The boat captain announced there will be complimentary dinner for those guests who were disturbed by the noise.

3. The lottery winner screamed I can't believe I won!

4. Although you can't say that stress directly causes people to be ill said the health and safety rep stress does significantly affect a person's general health.

5. When the longshoremen band together to protest unsanitary working conditions the companies are more easily persuaded to make improvements explained the lawyer.

6. At an international meeting to support a ban on ozone-destroying chemicals the concerned representative noted the earth's ozone helps filter the sun's ultraviolet rays that cause skin cancer without it we would all die

7. Speaking about a proposed law to ban overtime the union activist said we are drowning in too much work and this law is a long overdue lifeline

8. An unemployment specialist reported low pay is the top reason that millions of one-worker households are poor.

9. Ms. Shepherd works full-time but she also attends the Washington Evening School to prepare for her GED examination

10. According to management the longshoremen are paid an adequate salary however the longshoremen are continuing to request salary raises

11. Many people believe that drunk drivers should have their licenses revoked moreover they believe that drunk drivers who are involved in accidents should go to jail.

12. Discrimination based on gender has been made illegal however many women proclaim that it still exists.

13. Let's stop at that new restaurant I'm starving

Module 5 Complex Sentences

OBJECTIVE:

1. To provide participants practice in analyzing and simplifying sentences.
2. To study complex sentences by analyzing core parts and modifiers.
3. To simplify sentences by rewriting them.
4. To discuss the differences between coordinate sentences and subordinate sentences.
5. To develop a strategy for attacking complex sentences, and then to use that strategy to paraphrase.
6. To analyze sentences in reversed order and sentences with some distance between the subject and the verb.

PROCEDURE:

1. In small groups, participants will rewrite long, complicated sentences.
2. In class, students will discuss what they have written in order to examine alternatives that clarify meaning.

Complex Sentences

5A Coordinate sentences express ideas that are of equal importance. The writer may do this for several reasons: to show their relationship, to show they are of equal importance, or to make the material easier to read. Coordinate sentences are usually combined with a semicolon or a comma along with one of these words: **and, but, or, either-or, neither-nor**. Underline the two verbs and also the coordinating clue word in the following sentences.

1. To increase work for longshoremen, the port not only will try to get more container business but also will seek to attract more labor-intensive cargo, such as cocoa, beans and coffee, that are not shipped in containers.

2. The longshoremen wanted to strike; the company did nothing to stop them.

3. Dundalk Marine Terminal was nearly overloaded, and a new state-of-the-art facility was needed.

4. My application for a job was accepted, and I hope to get an offer in two weeks.

5. Most visiting sailors are from the Philippines or Eastern Europe, and may be at sea a whole year without returning to their home port.

5B Subordinate sentences express ideas that are not of equal importance. One idea is more important and the other explains the key idea. The less important idea still has core parts, but it depends on the important idea to complete its meaning. The less important idea describes or explains a condition, cause, reason, purpose, time, or place. Underline the subordinate, or less important idea in each of the following sentences.

1. He began working on "bum boats," which picked up work that fell through the cracks and carried last minute items to departing ships.

2. Long ago, if you stood on the corner in the summer when the stevedores were busy and you were big enough, you went to work.

3. Among the nation's ports, Baltimore was highly visible as Clinton administration officials appeared here several times last year to lobby for passage of NAFTA.

4. Baltimore has a disadvantage because of the local unions' guaranteed annual income provision that ensures workers a minimum income even if they can't find work on the docks.

Combining Sentences 5C

Combine the following sentences into one; try to shorten them, but keep the ideas clear.

1. The trade agreements benefit all ports in the world. We should see more than our share of goods flowing through Baltimore to the heartland of the country.

2. The factors that were used to judge Baltimore in the past have changed considerably. Now Baltimore is being judged on her performance, which is first class.

3. The International Longshoremen's Association voted by a 7-1 margin in favor of extending its existing contract with management. They voted in favor of this for the next two years.

4. Recently the commercial market has suffered from a worldwide recession that has driven down shipping rates. Ship owners have little money for repairs since their shipping rates are down.

5. Container ships load and unload nearly 26 million tons of diverse cargo through the Port of Baltimore each year. The biggest cargoes now are coal and automobiles.

6. Diverse cargo goes through Baltimore/Washington International Airport as air freight. Cargo coming through BWI Airport includes satellites, seafood, auto parts, airmail, and fresh flowers.

7. A growing percentage of products bound for domestic consumption or export are shipped intermodally. Intermodal transportation means that two or more modes of transportation are being utilized.

8. A skilled bay pilot steers a giant cargo ship into the bay channels leading to the Port of Baltimore. There are more than 30 public and private terminals at the Port of Baltimore.

9. The Port of Baltimore is closer to the Midwest than any other East Coast port. One third of the nation's population lives within one night's drive of Baltimore. The port serves 60 ocean going carriers.

10. Using 1989 data, the Port of Baltimore generates about $1.8 billion in revenue and employs nearly 55,000 Marylanders in maritime or related jobs. These jobs range from longshoremen and crane operators to customs officials and import/export brokers.

How to Decipher Complicated Sentences

1. Find the core parts

2. Study the modifiers

3. Paraphrase into your words

4. If steps 1-3 fail, check difficult vocabulary

Example: Because of Washington's loss of world military superiority, the ever-changing role of the Third World, the decline of American control over Western allies, and political changes in the United States affecting the conduct of foreign relations, the United States has since the demise of detente, taken a militaristic stance.

1. Core parts: The United States (subject) has taken (verb) a militaristic stance. (object)

2. Study the modifiers: The beginning of the sentence tells four reasons why the U.S. has taken a militaristic stance. "Since the demise of detente" tells when this action happened.

3. Paraphrase: The U.S. has taken a military stance since the end of detente for several reasons.

4. Check vocabulary if necessary: detente, demise, militaristic

Paraphrasing 5D

Using the steps above, try to paraphrase the following sentences.

1. At a time when the port was losing money, hemorrhaging cargo to Norfolk and fighting thorny labor problems, state officials saw Seagirt as a crucial marketing tool, an emblem of the state's commitment to the port's revival.

2. Truck drivers who used to spend up to 1.5 hours at the port processing a single container for export can now complete the process at Seagirt in 20 minutes, due to automated systems, including a computerized truck plaza that lets truckers check in and share information about their cargo without leaving the cab of their rig.

3. In 1990, the Maryland Port Administration, the public agency responsible for promoting the flow of international waterborne commerce through the state's marine terminals, opened the 265-acre Seagirt Marine Terminal, a showpiece of high technology cargo handling systems and equipment.

4. With adjustable decks on ships to handle different types of vehicles, from automobiles to farm equipment to helicopters, ro-ro ships are loaded and unloaded by drivers who ride buses into the ships' holds and drive the "rolling stock" into parking lots where the vehicles are stored until they are loaded onto trains or trucks.

5. Reefer ships, short for refrigerated ships, carry perishable goods in insulated, refrigerated holds whose temperature can be maintained to within the desired temperature, plus or minus one degree Fahrenheit.

Revising Sentence Order 5E

Most sentences are presented in chronological order. When they are not in the correct time order, the reader must make a mental switch.

Example: The ship sailed to Baltimore, after docking in Philadelphia.

Revise: After docking in Philadelphia, the ship sailed to Baltimore.

Rewrite these sentences in chronological order.

1. Following on the heels of the trade agreements, a great increase in cargo is expected in the latter part of 1994, which will even surpass the 3-4% increase experienced over the past 15 months.

2. In computing net cost, before you subtract the cash discount, you need to subtract trade discounts from the list price.

3. Federal government intervention in the strike followed previous state involvement.

4. By the year 2012, the intermodal share of international and domestic cargo traffic is expected to more than double, to 36 percent, thanks to the proven success and profitability of intermodal transportation.

5. The value of technology did not become clear until 1966, when Sealand Service, Inc., the largest U.S. flag steamship carrier, began the first trans-Atlantic container service, even though containers were used to ship goods as early as the Civil War.

Subjects and Verbs that are Separated 5F

Most sentences have a subject that is closely followed by a verb. Sometimes there is a lot of information between the subject and the verb. When this is the case, it is important to try to hold in mind the subject until you get to the verb. Rereading may be necessary.

> Example: His appointment to the $100,000-a-year job, announced yesterday by the governor, has been backed enthusiastically by both steamship companies and the longshoremen.
>
> (The subject above is appointment and the verb is has been backed.

Exercise: Underline the main subject and verb in each of these sentences.

1. Industry, the second and more modern form of production, soon replaced feudalism.

2. More recently, steamship companies, responding to a worldwide recession, have consolidated their loads.

3. The dispute between the Maryland Port Administration - the agency that oversees operation of the state-owned terminals - and Ceres Terminals Inc. centers on nearly one million dollars in payments that Ceres allegedly owes the state in connection with its operation at Dundalk Marine Terminal.

4. Still, a cloud looming over Baltimore and other ports is the uncertain world economy.

5. Because of NAFTA, products from South and Central America that currently move by truck and rail, soon can be shipped more cheaply by ship to the U.S. and Canada through East Coast ports.

Changing from Passive to Active 5G

The most common order for a sentence is subject - verb - object. Sentences may be written in a reversed order, however, and this is called the passive voice. In these types of sentences, our attention is on the object rather than on the action. One must make a mental switch to put the sentence in the right order. The sentence is more correct in the revised version, as in the example below.

Example: The twentieth century has seen a great change in the world position of the United States.

Revised: The United States has greatly changed its world position during the twentieth century.

Exercise: Try to re-write the following sentences so that they follow the more common sentence order.

1. It is widely agreed that there has been a great shift in the way Americans make a living in the twentieth century, especially in the last twenty-five years.

2. The American transportation system has been propelled forward by amazing inventions.

3. Some very good programs have been instituted by the International Longshoremen's Association.

4. Our lives are affected by the imports and exports that occur daily at the port.

5. Some believe that women's growing role in the work force has moved them toward economic equality with men, even if they have not yet attained that goal.

Simplifying Sentences 5H

Rewrite these complicated sentences into a form easier to read and understand.

1. Supertankers, which carry raw petroleum to refineries, are able to carry more product than smaller tankers - a million or more barrels - without a larger crew, but their enormous size and deep draft, the depth a ship requires below the waterline, won't allow them into most ports.

2. Trucking companies are shipping more trailers and containers by rail for distances over 700 miles, the distance when intermodal really begins to offer savings to shippers, to make the best use of their equipment, and their most valuable resource - experienced drivers.

3. Transportation continues to be affected by mechanical advances - better chassis for trucks, more efficient and powerful engines, lighter flatcars, bigger ships, but perhaps more dramatic in the next century will be advances in high-technology equipment for communication, data management, even for precise operation of existing equipment.

4. We recommend that procedures for implementation and approval of changes in positions that already exist be defined. We further suggest that such procedures should include the use of a form containing the following features: it should contain old classification and salary scale (if applicable); also, new classification and salary scale; additionally, reason for creation or change in the position classification; the department head's signature; as well as approval of the associate director in charge of the area; and finally approval of the deputy director.

5. Big steamship companies find that a growing number of their staff are now directly involved in managing and using computer resources, not running the ships themselves; through electronic data interchange, shippers can plan the entire course of a shipment - from choosing a container to booking a slot on an intermodal train - in advance, on one bill of lading, and even pay only one time for the services of up to half a dozen different carriers.

6. The revolutionary Seagirt Marine Terminal's 20-story, state-of-the-art cranes, able to lift 60 tons at once, up to 110 feet above a ship, or 48 feet out from the dock, have automated systems that allow operators to program the cranes to perform the hoist between ship and dock over and over, automatically, at top speeds - one container every two minutes.

7. As the American fuel crisis seems to be at least temporarily over, and as Americans become more irritated with the continual growth of the federal government in the lives of private citizens, the need for 55-mile-per-hour speed limit on the interstate highways seems unjust. The 55-mile-per-hour speed limit came into existence in 1972. It was enacted as an emergency measure to save fuel during the Arab oil embargo. The legislation which made the 55-mile speed limit a law did not go through the usual legal proceedings which make most bills laws. Because of this, the emergency speed limit act did not require the usual two-thirds vote in both houses of Congress, which would have made it a law. Yet almost 22 years later, the 55-mile-per-hour speed limit is still being enforced as if it were a law.

8. Recently a memo was sent to Cost Accounting indicating that $121,776 direct material dollars were charged in error to the Basic Title IV Contract and should be transferred to the Madison ICC #2 Contract. While we agree that this transfer should be made, we feel it is important that the dollar amount in question is transferred within the proper cost accounts. Therefore, we are providing the attached breakdown to help in this transfer. It should be noted that the above mentioned value covers charges for Lot 27, and 27 only. Please contact the undersigned if there are any questions.

More Complicated Sentences 5J

Read the following complicated sentences from the Harmonized Tariff Schedule of the United States (1994) - Supplement 1. Rewrite the information in simplified form.

1. 141.86 Contents of invoices and general requirements.
   (a) General information required by Tariff Act. Each invoice of imported merchandise shall set forth the following information:

   (6)If the merchandise is shipped otherwise than in pursuance of a purchase or an agreement to purchase, the value for each item, in the currency in which the transactions are usually made, or, in the absence of such value, the price in such currency that the manufacturer, seller, shipper, or owner would have received, or was willing to receive, for such merchandise if sold in the ordinary course of trade and in the usual wholesale quantities in the country of exportation;

2. 141.87 Breakdown on component materials.
   Whenever the classification or appraisement of merchandise depends on the component materials, the invoice shall set forth a breakdown giving the value, weight, or other necessary measurement of each component material in sufficient detail to determine the correct duties.

3. Section XI Textiles and Textile Articles
   2. (A) Goods classifiable in chapters 50 to 55 or in heading 5809 or 5902 and of a mixture of two or more textile materials are to be classified as if consisting wholly of that one textile material which predominates by weight over each other single textile material.

   (B) For the purpose of the above rule:
   (a) Gimped horsehair yarn (heading 5110) and metalized yarn (heading 5605) are to be treated as a single textile material the weight of which is to be taken as the aggregate of the weights of its components; for the

classification of woven fabrics, metal thread is to be regarded as a textile material;

4. Subheading Notes

1. In this section and, where applicable throughout the tariff schedule, the following expressions have the meanings hereby assigned to them:

(c) Bleached yarn

Yarn which:

(i) Has undergone a bleaching process, is made of bleached fibers or, unless the context otherwise requires, has been dyed white (whether or not in the mass) or treated with a white dressing;

5. Subheading Notes

(g) Dyed woven fabric

Woven fabric which

(i) Is dyed a single uniform color other than white (unless the context otherwise requires) or has been treated with a colored finish other than white (unless the context otherwise requires), in the piece; or

6. Subheading Notes

2. (A) Products of chapters 56 to 63 containing two or more textile materials are to be regarded as consisting wholly of that textile material which would be selected under note 2 to this section for the classification of a product of chapters 50 to 55 consisting of the same textile materials.

7. Subheading Notes

2. (B) For the application of this rule:

(a) Where appropriate, only the part which determines the

classification under general interpretative rule 3 shall be taken into account

8. Subheading Notes

2. (B) For the application of this rule:

(c) In the case of embroidery of heading 5810 only the ground fabric shall be taken into account. However, embroidery without visible ground shall be classified with reference to the embroidering threads alone.

9. Additional U.S. Notes

2. The term "Certified hand-loomed and folklore" as used with respect to products provided for in the tariff schedule, refers to such products as have been certified, in accordance with procedures established by the United States Trade Representative pursuant to international understandings, by an official of a government agency of the country where the products were produced, to have been so made.

10. Statistical Notes

1. Restraints under the Arrangement, regarding International Trade in Textiles may not apply to developing country exports of "hand-loomed and folklore products" which have been certified, in accordance with procedures established by the Committee for the Implementation of Textile Agreements pursuant to international understandings, by an official of a government agency of the country where the products were produced, to have been so made. The importer is required to identify such certified products on the entry summary or withdrawal forms by placing the symbol "F" as a prefix to the appropriate 10 digit statistical reporting number.

Module 6 - Test Strategies

OBJECTIVE:

1. To teach students how to prepare for tests by organizing study, by examining the difference between objective and essay exams, by learning how to read a test and stay test-wise, by examining true/false and multiple choice type questions since these are the types used on the Brokers Exam, and finally by learning some tips for controlling test anxiety.

2. To take a post assessment of the course and to compare it with the preassessment to note improvement.

PROCEDURE:

1. Participants will discuss the material which follows and do exercise 6A.

2. Participants will take the post assessment; they will then discuss the answers in order to compare the test with the preassessment and note the improvement they have made.

TESTING AND TEST ANXIETY

Preparing for tests: Research shows that continuous review is better than cramming.

- Organize your study

  1. Plan several review sessions at least a week ahead and divide material to be studied at each session.

  2. Do a complete review the night before the test so long as you can finish your work in time to have a good night's sleep. Sleep takes priority over another review.

  3. Consider studying with others, but remember there are pro's and con's to it.

- Identify what to study: check old exams, key terms, lists of items, and talk with other students.

- Put information together: keep major sections in mind. Don't get lost in details. See relationships, concepts, trends, and patterns. Prepare study sheets.

- Learning and memorizing: The way you study depends upon the type of test.

  1. Objective tests (free from judgement): This type of test has short answers, multiple choice, true/false, matching, and fill-in-the-blanks. Some memorizing is necessary. A good way to study is to reread your underlining and marking.

  2. Essay tests (subjective; more judgmental): In this type of test you need to use recall, organization, and be ready to present information.

- Predict exam questions: Prepare a sheet on each and organize the answer. Make a key-word outline and memorize it.

Taking tests: If you become test-wise, you can lessen anxiety.

- General Readiness

1. On the day of the exam, have necessary materials; be on time; sit up front.

2. Pre-read the exam; plan your time and write the number of minutes by each section; read carefully; make sure you know whether you are allowed to ask questions about items that are not clear to you.
(The Brokers exam is over 4 hours long. This is at least 240 minutes. With 100 questions, that allows about 2 1/2 minutes per item.)

3. If you finish early, stay and use the time to go over the exam.

- Objective Exams

1. Read directions carefully and underline key words.

2. Ask if you should attempt answers on items you are not sure of. Some tests count every answer even if you do not finish. In that event, it is better to randomly fill in the unfinished answers.

3. Look for clues in other questions.

4. Don't change answers unless you are sure; **first** choices are usually correct.

5. True/false questions: watch for qualifying words like "all, always, everything, some, none, never, most of the time." If it is a two part statement, both parts must be true to mark it true. Beware of double negatives; cross out both negative words to read it. Wisely guess if all else fails, keeping in mind that absolute statements tend to be false, that unfamiliar terms or facts tend to be false, and that more statements tend to be true since false statements are more difficult to write.

6. Try to underline words that help you determine if a statement is true or false.

7. Multiple choice tests can be very difficult. Read all the choices before picking the best one. If a choice is unfamiliar, then it is probably wrong. The longest answer is often correct. If there are two opposites, one of those choices is probably correct.

- Standardized tests: These are national or state tests that are timed, are commercially prepared, and present comparison scores of all those tested, e.g. ACT, GED, IOWA, CALIFORNIA.

  1. They are timed, so be sure you know the limits of each part.

  2. Usually no one gets everything correct; many may not finish the entire test.

  3. Ask if there is a penalty for guessing; if not, then randomly fill in answers at the end.

Controlling anxiety

- Some anxiety is useful since it keeps you alert.
- If you have studied well, you will feel ready.
- Practice test-like situations and time yourself.
- Think positively, not negatively: "I can do it!"
- Compose yourself by eating lightly, taking a walk before the test, and taking several deep breaths before beginning to work on the test.
- Answer the easy questions first to build your confidence.

Test Preparation 6A

Exercise: Mark the following items T or F.

__ 1. Domestic status may be granted to foreign merchandise which was previously entered free of duty and tax.

__ 2. All imported jewelry must be marked with the country of origin by means of a string tag.

__ 3. When making entry for merchandise sold while in transit from the port of exportation to the port of entry, only the resale invoice must be filed.

__ 4. Binding rulings are only granted for classification.

__ 5. Foreign freight traveling inland is always dutiable as part of transaction value.

__ 6. All powers of attorney are good for two years if issued for a Customs business.

__ 7. The dollar amount of the bond must be in multiples of 10.

__ 8. A broker has no means of changing the address on a bond once it has been approved by Customs.

__ 9. No contingency of diversion is allowed with the Caribbean Basin Initiative.

__ 10. A corrected original invoice must be submitted whenever there is a shortage in the quantity shown if the missing amount is being entered on a subsequent entry.

POST ASSESSMENT 6B

MARK EACH ITEM TRUE (T) OR FALSE (F).

___ 1. Forming questions before one reads does not help memory.

___ 2. Mnemonic devices, like ROY G BIV to remember the colors of the spectrum, help memory when there is no other way to organize information.

___ 3. Keeping a distraction list while studying actually helps you concentrate and be less distracted.

___ 4. Preparing for the Brokers Exam needs planning and spaced study with review sessions.

___ 5. Reading titles and subtitles is not of any value in technical reading.

___ 6. Taking practice tests and timing oneself only increases test anxiety.

FIND THE CORE OF THE SENTENCE WITH THE SUBJECT AND VERB; THE VERB MAY BE MORE THAN ONE WORD. SOME SENTENCES HAVE OBJECTS.

1. The dockside rail terminal permits the direct flow of containers from ships to trains.

_____ _____ _____
(subject) (verb) (object)

2. Earlier this year, longshoremen voted handily to extend their contract for two more years rather than face difficult negotiations in 1994.

_____ _____
(subject) (verb)

3. Federal government intervention in the strike followed previous state intervention.

_____ _____ _____
(subject) (verb) (object)

SIMPLIFY THESE SENTENCES AND REWRITE THEM.

1. Whenever the classification or appraisement of merchandise depends on the component materials, the invoice shall set forth a breakdown giving the value, weight, or other necessary measurement of each component material in sufficient detail to determine the correct duties.

2. The unit of measure to be used by Customs field offices when reporting imports of textiles to Customs Headquarters Quota Section shall be the first unit of quantity unless the second unit of quantity (if there is one) is underlined, in which case the second unit of quantity shall be reported.

Appendix A

Ocotber, 1992 Customs Brokers Examination and Exam Answers

October 5, 1992 Broker Examination

1. Manufacturer XYZ claims substitution drawback on automotive parts imported by Company ABC on February 7, 1992. Manufacturer XYZ receives the designated imported parts at its factory on March 25, 1992 and uses them in manufacture on July 7, 1994. Substituted parts of the same kind and quality are used in manufacture on July 1, 1995, and are subsequently exported on September 1, 1995. A drawback claim is filed on March 1, 1996. Will the claim be allowed?

   A. No. The exported articles good are not eligible for drawback because they are not fungible with the imported articles.
   B. No. The exported goods are not eligible for drawback manufacture within 3 years after importation.
   C. No. The exported goods are not eligible for drawback because the substituted goods were not used in manufacture within 3 years after imported goods were received at the factory.

2. How many days after importation must an entry be filed?

   A. 5 calendar days
   B. 10 calendar days
   C. 5 working days
   D. 10 working days

3. What is the time of entry for quota-class merchandise?

   A. When the merchandise is scheduled to arrive within the port limits if entry documentation is presented before arrival.
   B. When the entry summary is presented in proper form with estimated duties attached or paid via the Automated Clearinghouse (ACH).
   C. When the appropriate Customs officer authorizes release of the merchandise covered by entry documentation.
   D. When the entry documentation is filed.

4. Bob Broker has been handling AJAX Company's imports for the past four years. Bob just discovered that AJAX has been using an overseas selling agent for the past year. The commissions AJAX paid are dutiable, but inadvertently were not declared to Customs at the time of entry. When informed by Bob, AJAX instructs Bob to submit a 19 U.S.C. 1592 "prior disclose" to Customs and tender all additional duties due. Bob should:

   A. Advise AJAX that the "unpaid duties" for the undeclared commissions may be recaptured by Customs by declaring the commissions on an unliquidated entry.
   B. Submit a check for the lost duties on behalf of AJAX to the appropriate district director along with a letter that merely indicates that the check is for additional duties.
   C. Submit a letter on behalf of AJAX to the appropriate district director disclosing the circumstances of the violation and enclosing a check for the lost duties.
   D. Disregard the AJAX request and report AJAX's failure to declare to the Customs Office of Enforcement at the district where the entries were filed.
   E. None of the above.

5. An application for further review (AFR) of a protest must be filed:

   A. After a protest is denied.
   B. With a court summons.
   C. Before the decision on the protest.
   D. Before expiration of the protest period.
   E. Before liquidation of the entry.

6. When making entry for merchandise sold while in transit from the port of exportation to the port of entry, which is correct?

   A. Only the resale invoice must be filed.
   B. Only the original invoice reflecting the transaction under which the merchandise actually began its journey to the U.S. must be filed.
   C. Both the original invoice, if available, and the resale invoice (or a statement disclosing the price paid for each item) must be filed.
   D. Neither the original nor the resale invoice need be filed; however, the importer certified statement providing an average price of the two invoices must be filed.

7. A private art collector asks whether he can import a seven-foot limestone sculpture carved during the pre-Columbian era in Guatemala. You correctly advise that:

   A. The sculpture must be accompanied by a certificate of non-violation issued by the Government of Guatemala.
   B. There is an absolute prohibition on the importation of pre-Columbian art.
   C. There will be no restriction if the importer presents a bill of sale from a reputable dealer.
   D. There will be no import problem because the item is not a small work of art.

8. Your client wishes to import foreign materials into a Foreign Trade Zone and to assemble those materials into a finished article in the zone. She wants the assembled articles to be dutiable according to the tariff classification and duty rate applicable to the foreign materials in their condition at the time of importation into the zone. Which zone status should she request?

   A. Privileged Foreign
   B. Zone-restricted
   C. Non-privileged Foreign
   D. All of the above

9. When an absolute quota is filled, the importer may choose to do all of the following except:

   A. Pay a higher rate of duty.
   B. Enter the merchandise into a bonded warehouse.
   C. Enter the merchandise into a Foreign Trade Zone.
   D. Export the merchandise.
   E. Destroy the merchandise under Customs supervision.

10. Instead of stating the gross quantify of petroleum on the entry summary, the importer may state the net quantity provided he furnishes:

   A. A Manifest Discrepancy Report (CF 5931)
   B. The analytical report from the Customs-accredited commercial laboratory.
   C. An ullage report.
   D. All of the above.

11. The ACME Brokerage Company, headquartered in Chicago, has a branch office conducting Customs business under a permit in Los Angeles. The licensed individual qualifying the permit in Los Angeles quits. If no waiver is granted, what must ACME do to prevent revocation of its permit in Los Angeles?

A. No action is required.
B. Appoint a licensed officer in Los Angeles within 30 days.
C. Hire a licensed broker in Los Angeles within 120 days.
D. Hire a licensed broker in Los Angeles within 180 days.
E. Appoint an ACME corporate officer from Los Angeles within 120 days.

12. Which can be deferred?

A. Estimated Internal Revenue taxes on alcoholic beverages.
B. Harbor maintenance fees paid on Foreign Trade Zone entries.
C. Federal excise tax on tires.
D. Estimated Internal Revenue taxes on cigarettes.

13. What is the correct classification of rubber tires used on railway station platform tractors?

A. 4011.99.5000
B. 8708.70.3000
C. 8708.99.5085
D. 8709.90.0000

14. Which would not be entitled to duty free treatment under the Customs regulations pertaining to the Trade Fair Act of 1959?

A. Material imported for construction of a foreign exhibit at the fair.
B. Actual exhibit items to be used at the fair.
C. Pamphlets and brochures about a foreign exhibit at the fair.
D. Replicas of the foreign exhibit to be sold at the fair as souvenirs.
E. All of the above are entitled to duty free treatment.

Questions 15 through 18 are based on the following situation:

Walton, Inc. of Portland, Oregon imported a shipment of copper cookware from Pierre & Co. of Avignon, France valued at 250,000 francs.

1992	Jul	1	Quarterly exchange rate of .195858 becomes effective.
	Aug	5	Walton places purchase order with Pierre.
	Aug	10	Invoice is prepared by Pierre. Merchandise is loaded onto trucks and delivered to the port of Marseilles, France the same day.
	Aug	11	Merchandise is laden for export aboard vessel, final destination USA.
	Aug	12	Vessel leaves port of Marseilles.
	Aug	14	Vessel arrives in Le Havre, France for an additional lading of cargo for destination U.S.A.
	Aug	18	Vessel leaves Le Havre, enroute direct to Newark, NJ.
	Aug	30	Vessel arrives within port limits of Newark.
	Sept	1	Merchandise is unladen and an Immediate Transportation entry (I.T.) is filed for movement under bond to Portland, Oregon. Merchandise is loaded onto common carrier which leaves for Portland the same day.
	Sept 5		New law passes immediately lowering the tariff rate of copper cookware from 4.9% to 2%.
	Sept 9		Merchandise arrives via common carrier in the port of Portland.
	Sept 14		Consumption entry is filed and merchandise released.
	Sept 22		Entry summary is filed on the imported merchandise. Customs accepts entry summary on the same day.
	Oct	1	New quarterly exchange rate of .178618 goes into effect.
	Nov	15	Consumption entry summary is liquidated.

15. The date of importation is:

A. August 18
B. September 1
C. August 30
D. September 9
E. September 14

16. The exchange rate for currency conversion is fixed on:

A. October 1
B. August 12
C. August 18
D. September 14
E. July 1

17. The rate of duty is fixed on:

A. August 10
B. August 30
C. September 1
D. September 5
E. September 14

18. Estimated duties were paid on:

A. November 15
B. September 1
C. September 14
D. September 22
E. September 24

19. A client is contemplating importing yams grown on the island of Ponape, part of the Federated States of Micronesia. Assuming the client's goods meet the eligibility criteria, under which special tariff treatment programs could the goods be entered?

A. Caribbean Basin Economic Recovery Act
B. United States-Israel Free Trade
C. Compact of Free Association Act
D. Generalized Systems of Preferences
E. Andean Trade Preference Act

20. Which statement is correct?

A. Merchandise imported in excess of either an absolute or a tariff-rate quota must be entered into a warehouse until the next quota opening.
B. An entry/entry summary for consumption or a withdrawal for consumption for quota-class merchandise shall be presented only during official office hours, which are 8:30 a.m. to 5 p.m. in all time zones.
C. At the opening of a quota, no importer is permitted to present entries or withdrawals for consumption of quota-class merchandise for a quantity in excess of the quantity admissible under the quota.
D. None of the above.

21. Articles imported for exhibition at a trade fair can be subsequently:

A. Entered for consumption.
B. Abandoned to the government.
C. Transferred to a Foreign Trade Zone.
D. Exported within three months after the closing date of the fair.
E. All of the above.

22. If the district director has approved a bond and then there is a significant change in the information provided on the original application, a new application containing updated information shall be filed no later than:

A. Immediately.
B. 30 days after the new facts become known to Customs.
C. 30 days after the 10th day that the new facts become known to the principal.
D. 30 days after the new facts become known to the principal.

23. How long is Customs protection secured for an approved recordation of a copyright?

A. 10 years unless the copyright ownership of the recordant expires first.
B. 10 years from the date of application to record the copyright with the Commissioner of Customs.
C. 20 years unless the copyright ownership of the recordant expires before that time.
D. As long as the copyright is used.

24. Which cannot be changed by a bond rider?

A. The name of the principal when legal status is unchanged.
B. The bond amount.
C. The address of the principal.
D. Any additions or deletions of users.
E. The addition of unincorporated divisions of a corporation.

25. Yarn manufactured in Romania is sent to Hong Kong to be woven into fabric. The fabric is then sent to the People's Republic of China to be dyed and printed, as well as to undergo bleaching, napping and additional minor finishing operations. From China the fabric goes to Honduras for cleaning and packing. For quota and duty purposes the country of origin of the fabric is:

A. Honduras
B. Hong Kong
C. Romania
D. People's Republic of China

26. Importer Irwin filed entry summary documentation at the time of entry with attached estimated duties. Box 16 of the 7501 for missing documents indicated the commercial invoice was missing. How many days from the date of notice from Customs requesting the commercial invoice does Irwin have to deliver the commercial invoice if no extension is requested?

A. 30 days
B. 120 days
C. 180 days
D. 365 days

27. 24-karat fine gold bars are shipped from Brazil to Peru where they are melted down and mixed with 14-karat gold alloy from Peru to create 14-karat gold wire. The gold wire is then extruded and machine formed in Peru into links that are soldered together to create gold chains classifiable under HTS 7113.19.2100. Your client imports the gold chains from Peru and wants to enter them duty-free under the Generalized System of Preferences but is not sure the product meets the 35 percent value-added criterion. Which may not be counted towards the 35 percent value-added criterion?

A. The value of the 24-karat fine gold bars from Brazil.
B. The cost of the administrative offices of the factory in Peru.
C. The value of the 14-karat gold alloy from Peru.
D. The cost of transporting the fine gold bars from Brazil.

28. An offer in compromise of a government claim arising under the Customs laws shall be stated in writing and addressed to the:

A. Fines, Penalties and Forfeitures Officer.
B. District Director of Customs.
C. Regional Commissioner of Customs.
D. Commissioner of Customs.

29. A licensed corporation loses its only licensed officer. How many days does it have to replace this individual or face losing its license by operation of law?

A. There is no time limit as long as prior arrangements have been made with both the appropriate district director and the regional commissioner.
B. One calendar year.
C. 90 days.
D. 120 days.
E. 180 days.

30. An importer enters a shipment from Canada based on advice from the exporter that the goods were made in England. The entry summary liquidates on January 15. Six months later, the importer discovers that, in fact, Canada is the country of origin and therefore wishes to claim reduced rates under the U.S. -Canada Free Trade Agreement (CFTA). The error is an isolated case. Subsequent shipments of this merchandise were correctly entered. Assuming the goods qualify for CFTA treatment and are covered by valid exporter's certificate of origin, how may the importer obtain a refund?

A. File a summons with the Court of International Trade.
B. File a protest pursuant to 19 U.S.C. 1514.
C. File a petition pursuant to 19 U.S.C. 1516.
D. File a petition pursuant to 19 U.S.C. 1520.
E. None of above.

31. A continuous bond can be terminated when requested by:

A. A surety.
B. A Customs broker possessing a terminated power of attorney from the principal.
C. An unincorporated division.
D. All of the above.
E. None of the above.

32. I.M. Moribund, a chronically sick sole proprietor broker doing business as "Gesundheit", dies on his 100th birthday. What is the status of his brokerage business?

A. The business has 120 days to replace the broker.
B. The broker's widow may immediately continue business.
C. The business immediately ceases to exist.
D. The business continues to exist as long as another licensed broker is hired within 30 days and previous arrangements have been made with the district director.
E. The business has 180 days to replace the broker.

33. You must classify a gift box consisting of a hardbound printed book and an audio cassette tape of the author narrating the book. (The magnetic tape is 4 mm wide.) The gift box is made of a thin plastic, and is of the kind usually used for such items. Assuming that no heading covers sets of this type, and that neither item gives the set its essential character, the correct classification for this gift box is:

A. 9608.50.0000
B. 3926.90.9090
C. 8524.21.3040
D. 4901.99.0070

34. Something Fishy has a Customs bond in the amount of $50,000. The Food and Drug Administration (FDA) sampled a shipment of frozen shrimp imported by Something Fishy prior to release by Customs. FDA later notified Customs that it had refused the shipment. The shipment is valued at $20,850. Customs orders redelivery but Something Fishy does not comply. What amount of liquidated damages will be assessed by Customs in this case?

A. The domestic value of the merchandise.
B. $20,850.
C. $50,000.
D. $62,550.

35. Which item produced or manufactured in Canada and imported directly from Canada is not eligible for Canadian Free Trade treatment?

A. Felt headgear made from hat bodies produced in Korea.
B. Woven silk fabric produced from silk yarn made in the People's Republic of China.
C. Fresh salmon roe harvested from live salmon caught in Japanese waters.
D. Industrial mono-carboxylic fatty acid produced from crude Bolivian palm oil.

36. You are preparing an entry summary covering men's corduroy trousers with an entered value of $975. What is the correct Merchandise Processing Fee for this shipment if the MPF is currently .17 percent?

A. $ 1.65 B. $ 2.00
C. $16.58 D. $21.00

37. "EDIFACT" means:

A. Electronic documentation including fees associated with consumption transactions.
B. Electronic data interchange for administration, commerce and transport.
C. Automated invoice interface
D. None of the above.

38. Which are exempt from the Merchandise Processing Fee (MPF)?

A. All beneficiaries of the Generalized System of Preferences.
B. Beneficiaries of the Caribbean Basin Economic Recovery Act.
C. Insular possessions.
D. The least-developed beneficiary developing countries.
E. B, C, and D.

39. You are a broker at Dulles International Airport. Your client is planning a buying trip to Africa and wants to purchase several pieces of antique ivory for sale in his boutique. He has been assured by an antique dealer that all required export documentation can be provided. Your client would like to hand carry the ivory back with him and clear it at Dulles. Can you make entry for him if he has all the required certificates from the country of export?

A. Yes, with the proper documentation.
B. No, Dulles is not a Fish & Wildlife designated port of entry.
C. Yes, with proper documentation provided that the articles are genuine antiques.
D. No, commercial importations of ivory are prohibited.
E. No, Dulles is not a Fish & Wildlife designated port of entry and commercial importations of ivory are prohibited.

40. Which is not required to be marked with the country of origin?

A. Strung beads.
B. Wire rope.
C. Barbed wire.
D. Finished leather.
E. All of the above.

41. A broker who wants to participate in payment of statements to Customs through the Automated Clearinghouse (ACH) must:

A. Be issued a unique identifying payer's unit number.
B. Provide the bank routing number.
C. Notify Customs in writing of the intention to use statement processing.
D. Be an ABI filer.

42. Which cannot be considered a "direct cost of processing" under the Generalized System of Preferences, the Caribbean Basin Initiative and the U.S.-Israel Free Trade Agreement?

A. The salary of the personnel director at the manufacturer's plant.
B. A mold injection machine used to produce the eligible article.
C. A Christmas bonus for production-line employees.
D. The health insurance for production-line employees.

43. Which is sufficient to establish the right to make entry?

A. CF 7501
B. Original bill of lading
C. CF 3311
D. Letter of credit.
E. Invoice

44. Your client imported merchandise from India and all of the invoices contain values in Indian rupees. Below is a list of dates relative to this importation and a currency exchange rate chart. The certified quarterly rate as of 7/1 is .034904.

Country	8/13	8/14	8/15	8/16	8/17
India	.036652	.036651	n/a	n/a	.0366554

What is the correct rate of exchange for this importation?

A. .034904
B. .036651
C. .036654
D. .036652

45. The Hernandez Corporation entered merchandise that was released on July 2, 1992, under its continuous bond with a liability limit of $100,000. This bond is for activity code one (1) transactions. The entered value of this merchandise was $45,000 and the estimated duties deposited totalled $4,500. The entry summary was filed and accepted July 21, 1992. It is determined to have been filed untimely. The district director shall demand liquidated damages of:

A. $ 4,500
B. $ 9,000
C. $ 45,000
D. $ 49,000
E. $100,000

46. Which is not required on an invoice?

A. Rebates allowed upon the export of the merchandise.
B. The country of origin of the merchandise.
C. The purchase price of each item in U.S. currency.
D. The port of entry to which the merchandise is destined.

47. Funds received by a Customs broker from the government that are owed to a client must be accounted to the client within:

A. 10 days.
B. 30 days.
C. 45 days.
D. 60 days.
E. 90 days.

48. Which will require a Customs broker license?

A. You, as an employee of a Customs brokerage firm, are requested to make a transportation entry for bonded merchandise by a bonded carrier.
B. You, as an individual, intend to make an entry for imported merchandise that you will use in a home business.
C. You, as an employee of a Customs brokerage firm, are requested to handle the clearance of a vessel under the navigation laws.
D. You, as an attorney, agree to entry a car for your client in exchange for your usual fee.

49. Your client imports pliers from Turkey that are die-stamped "Turkey" on the inside of the grip. Your client intends to sell these to a repacker, who will put the pliers in blister packs that obscure the country of origin marking. What obligation does the importer have?

A. The importer must provide country of origin labels to the repacker.
B. Since the merchandise was legally marked when entered, the importer's legal responsibilities have been satisfied.
C. The pliers are considered prohibited merchandise, and the importer must export or destroy them.
D. The importer must certify to Customs that he will notify the repacker of the marking requirements.

50. You are applying for a corporate Customs broker license. What does Customs require to be stated in the articles of incorporation before issuing the license?

A. That the company will faithfully uphold all of the Customs regulations.
B. That the company is empowered to conduct Customs business.
C. The specific type of commodity or commodities the company will be dealing with.
D. That the company will maintain an office in the Customs district in which it has applied for a permit.

51. Which can be protested?

A. Refusal to pay a claim for drawback.
B. Classification.
C. Exclusion of merchandise from entry under any provision of the Customs laws.
D. A, B, and C.
E. A and B only.

52. You are preparing an entry for leather handbags. Your client provides you with an invoice with these details.

1000 women's leather handbags TOTAL: $4000 CIF

international insurance charges: $100
international freight charges: $200
packing costs of $200 not included in invoice amount

You correctly enter the value of the shipment as:

A. $3500
B. $4000
C. $3700
D. $3900

53. As a newly licensed Customs broker you just opened an office and hired four new employees. Before they can sign Customs documents on behalf of the firm, they must:

A. Wait until they have been employed for at least 30 days.
B. Receive authorization from the district director.
C. Possess an individual Customs broker license.
D. Have a power of attorney given by you.

54. Your client, ABC Toys, just imported a shipment of toy model cars that Customs detained for possible copyright violation. ABC Toys insists that the cars are not in violation and claims that this is Christmas inventory. Furthermore, ABC Toys argues that if the goods are not released from Customs custody, the company could be forced into bankruptcy. As ABC Toy's broker, you advise your client that to protect their rights, they must first:

A. Pay a one-time fee to the copyright owner.
B. Post an additional bond to demonstrate ABC Toy's belief that the models do not violate the registered copyright.
C. Write to the copyright owner denying that the shipment of model cars infringe on the registered copyright.
D. Write to the district director denying that the shipment of model cars infringe upon the registered copyright, and claiming that further detention of the merchandise could result in bankruptcy.

55. Which is <u>not</u> true?

A. The rate of duty applicable to goods entered for consumption using immediate delivery procedures is that in effect on the date that the entry summary is filed.
B. The rate of duty applicable to goods entered for immediate transportation and for which a consumption entry is filed at the port of destination is that in effect on the date that the consumption entry is filed.
C. The rate of duty applicable to goods entered for immediate transportation and for which an entry summary for warehouse is filed is the rate in effect on the date of the warehouse withdrawal.
D. The rate of duty applicable to goods for which an entry is pre-filed and which Customs conditionally releases prior to arrival of the vessel within the port limits is that in effect on the date of the conditional release.

56. According to the Customs Regulations, any merchandise regularly landed but not covered by a permit for its release shall be allowed to remain on the wharf or pier until 5 p.m. on the _____ working day after the day on which the vessel was entered. At the expiration of this period, any merchandise remaining shall be _____.

A. third working day; forfeited to the government.
B. fifth working day; deposited in the public stores or a general order warehouse.
C. fifth; seized.
D. fifth; exported.
E. tenth working day; abandoned to the government.

57. Which does not carry legal weight for classification purposes under the HTSUS?

A. Section notes
B. Chapter titles
C. Headings
D. Chapter notes

58. Company XYZ files a same condition drawback claim for a refund of duties paid on articles imported several months earlier. Although Company XYZ paid estimated duties on the imported articles, the entry summary has not been liquidated at the time that the drawback claim is filed. Which procedures apply?

A. Company XYZ may not submit a claim for drawback on an unliquidated import entry summary.
B. Company XYZ must, without exception, await liquidation of the entry summary before the drawback claim can be liquidated.
C. Company XYZ may submit a request to Customs, in writing, for the drawback claim to be liquidated. However, the amount of the drawback refund is final, even if the import duties are adjusted upon liquidation.
D. Company XYZ may submit a request to Customs, in writing, for the drawback claim to be liquidated. However, if the amount of duties owed is adjusted upon liquidation of the import entry summary, the drawback refund must be adjusted accordingly.
E. None of the above.

59. The maximum monetary civil penalty that Customs may assess an individual for a fraudulent violation of Section 592, Tariff Act of 1930, as amended, where the circumstances of the violation were not disclosed, is:

A. If there is no loss of duties, 40 percent of the dutiable value of the merchandise.
B. An amount not to exceed the domestic value of the merchandise.
C. The lesser of the domestic value of the merchandise or four times the loss of duties.
D. Two times the lawful duties of which the United States is or may be deprived.

60. An importer brings in a shipment of anoraks classified in subheading 6202.99 of the HTS. The fiber content of the outer shell of the anorak is 40% linen, 25% cotton, 20% polyester and 15% wool. The lining is 100% rayon. The correct statistical breakout for this article is:

A. 6202.00.0010
B. 6202.99.0020
C. 6202.99.0030
D. 6202.99.0060

61. Specific information is required for statistical purposes when completing entry summary or warehouse withdrawal forms. Which of these data elements does not meet reporting requirements?

A. The gross weight in pounds for the goods covered by each reporting number of all modes of transportation.
B. The name of the vessel, airline or other means of transportation by which the goods first arrived in the United States.
C. The foreign port of lading and the U.S. port of lading for vessel and air shipments.
D. The country of origin and the country of export using the codes found in Annex B of the tariff schedules.

62. What can be used as proof of payment through the Automated Clearinghouse (ACH)?

A. Final statement.
B. Preliminary statement.
C. Cancelled check.
D. Copy of the entry summary (CF 7501)
E. Courtesy notice of liquidation (CF 4333-A).

63. How often must a broker notify his active clients in writing regarding methods of payment?

A. At least once every 12 months.
B. Once every two years.
C. Only at the initial meeting when the broker and client meet to establish their working relationship.
D. Every three years when the broker files his triennial Status Report with the district director of the port which issued his license.

64. An acceptable importer's identification number is usually:

A. An Internal Revenue Service employer's identification number.
B. A Social Security number.
C. Both A and B.
D. None of the above.

65. Your client, Lost My Mittens, purchased 200 dozen pairs of mittens classifiable under HTS 6216.00.32, for $4 per dozen pair. These gloves have a fiber content of 30% cotton, 20% rayon and 50% linen. The gloves are made in the Dominican Republic of materials wholly originating in the Dominican Republic, and are imported directly from that country. Excluding any applicable user fees, what duties would be generated assuming terms of sale are F.O.B. Port-au-Prince?

A. $ 67.20
B. $112.
C. None since the gloves are eligible for duty-free entry under the Caribbean Basin Initiative.
D. None of the above.

Questions 66 and 67 are based on the following scenario:

A manufacturer in Italy produces fabric from Egyptian cotton imported from Egypt on March 15. On April 10, the fabric is shipped to France, where it is used to manufacture men's suits. On May 20, the French garment maker exports these suits to a distributor in Mexico who pays duty and enters the suits into the commerce of Mexico. Forty-five days later, the Mexican importer receives an order from a retailer in New Orleans. Pursuant to this order, the suits are shipped to the U.S. on July 25. They arrive in New Orleans on July 30.

66. The country of origin and the country of exportation are:

A. France and France.
B. Italy and France.
C. Egypt and Italy.
D. France and Mexico.
E. Mexico and Mexico.

67. The date of exportation is:

A. May 20
B. March 15
C. April 10
D. July 25
E. July 30

68. All of the following can be used in lieu of surety on a bond except:

A. Treasury bills.
B. U.S. Savings Bonds.
C. Treasury Notes.
D. United States money.

69. Your client Wong Lee Trading wishes to enter a 10,000-kilogram shipment of rice flour made in Thailand and classifiable under HTS 1102.30.00. The seller in Thailand, who is not related to Wong Lee Trading, invoices the flour at US$.13/kg. The terms of sale are F.O.B. Packing costs of US$25 are included in the invoice amount. You correctly advise your client that he will have to deposit estimated duties of:

A. $ 2.65.
B. No estimated duties will be deposited because this merchandise is eligible for duty-free entry under the Generalized System of Preferences.
C. $ 2.60.
D. $26.00.
E. None of the above.

70. Your client Dali Incorporated received a notice of redelivery/markings (CF 4647) from Customs for an importation of jewelry boxes not marked with the country of origin. The import manager at Dali is unfamiliar with this form and calls you for advice. You tell her that Dali:

A. May sell the jewelry boxes as soon as they are properly marked and the CF 4647 is signed and returned to Customs.
B. May sell the jewelry boxes as soon as they are properly marked.
C. May sell the jewelry boxes without marking them and needs to sign and return the CF 4647.
D. Should mark the jewelry boxes, sign and return the CF 4647 to Customs, and not sell the goods until Customs countersigns and returns the CF 4647, thereby indicating it accepts Dali's certification.

71. Shipments valued over $100 and imported directly into the U.S. from an insular possession under the provisions of General Headnote 3(a) (iv) of the Harmonized Tariff Schedule of the U.S. require a certificate of origin except from:

A. American Samoa
B. Puerto Rico
C. Midway Islands
D. Guam
E. Wake Island

72. Your client Babel Brothers is considering importing camel saddles from Walkamile, a foreign supplier, who provides a written explanation of his various terms of sale in his native language. Babel Brothers pays for an English translation of Walkamile's terms of sale, listed below, but is unsure whether they are generally acceptable trade terms and asks your advice.

a. "C.I.F." (Cost Insurance Freight) - Walkamile agrees to pay all inland freight from his factory to the port of export, plus export costs, ocean freight and marine insurance.
b. "F.A.S." (Free Along Side) - Walkamile agrees to pay all inland freight from his factory to the pier at port of export.
c. "EX-Factory" - Walkamile expects the buyer to pick up the goods at his factory, at which point the buyer assumes all other costs.
d. "F.O.B." (Free on Board) - Walkamile agrees to pay all costs for the goods until they are laden on the exporting carrier.

You advise your client that the following are generally acceptable international trade terms:

A. All of the terms.
B. None of these terms.
C. a, b, and d.
D. a, c, and d.
E. a, b, and c.

73. Company USA imports medical equipment from Japan on June 2, 1992. On June 21, 1992, it is determined that this equipment does not conform to specifications. Because the equipment is not what Company USA ordered, it is not used in the United States. Company USA plans to export the equipment back to Japan in early July 1992. The equipment is eligible for:

A. Either Rejected Merchandise or Same Condition Drawback.
B. Manufacturing Drawback.
C. Substitution Drawback.
D. None of the above.

74. Universal Customs Brokers has been secretly negotiating a takeover of your client, Cosmos, Inc., another brokerage. The completed merger is announced on October 15, 1993, and preparations are made to begin business as Universal Customs Brokers dba Cosmos, Inc. What are you required to do with the powers of attorney from your client?

A. Nothing. The Regional Commissioner will notify Regional Counsel of the merger. If Regional counsel finds no legal impediment to the merger, there is no reason to issue new powers of attorney.
B. Nothing. Powers of attorney are valid until revoked.
C. Since the merger occurred after the start of a new fiscal year, powers of attorney do not have to be updated until the next time a permit fee is due.
D. The old powers of attorney are considered void. New powers of attorney must be executed.

75. You have all the correct documentation, including the visa, for a shipment of men's dress shirts that are subject to an absolute quota. The quota priority and status will be established when you file:

A. An entry using Customs Form 3461.
B. An entry/entry summary in proper form with the estimated duties attached or to be paid through ACH, after the importing carrier is within the port limits.
C. An entry/entry summary with check attached when the vessel is within the 3-mile territorial limit.
D. An immediate transportation entry.

76. The symbol used to identify preferential duty rates under the United States-Israel Free Trade Area Implementation Act is:

A. J
B. E
C. C
D. IL
E. I

77. Which may be made without deposit of estimated duties or taxes provided a stipulation is furnished in lieu of a bond?

A. Foreign Trade Zone entry
B. Vessel Repair entry
C. Government entry
D. All of the above

78. The correct classification for a shipment of optically-worked, telescopic mirrors, mounted on metal rims, is:

A. 9001.90.60
B. 9002.90.40
C. 7009.92
D. 8306.30

79. A bill for supplemental duties shall be considered delinquent and bear interest from the due date if not paid within:

A. 60 days after the due date.
B. 15 days from the date of liquidation or reliquidation.
C. 45 days after the due date.
D. 30 days from the date of liquidation or reliquidation.

80. You want to hire your old friend John Gotcha in your brokerage business. When you remark you haven't seen John for over 10 years, he tells you he has just been paroled from the state penitentiary where he was serving a felony conviction. The Customs Regulations require you to do which of the following with this information?

A. Nothing. State law prohibits employment discrimination against individuals who have been paroled.
B. Nothing. The Customs Regulations do not address the hiring of unlicensed individuals.
C. Report Mr. Gotcha's name, address, and employment position to the local police department.
D. File Mr. Gotcha's social security number with the FBI.
E. Request permission of the Commissioner of Customs to hire Mr. Gotcha.

81. In determining the amount of a bond, which is NOT a guideline to be considered?

A. The type of supervision Customs will exercise over the transaction.
B. The nature of the merchandise to be secured.
C. The prior record of the principal in honoring bond commitments.
D. The prior record of the surety.

Questions 82-84 are based on the following information.

A grower in Mexico consigns 40,000 pounds of fresh grade "A" spinach to a Texas warehouse. The pro forma invoice value is $.25 per pound. Two days after importation, the grower's agent in Laredo arranges the sale of these vegetables to an unrelated local distributor for $.35 per pound (delivered, duty-paid U.S. warehouse). The grower pays the agent a commission equal to 6.5% of the purchase price. This fee is included in the price. Transportation costs to the warehouse total $950.; U.S. Customs brokerage charges are $50. The applicable duty rate is 25%. Because of inclement weather in Mexico, there are no recent shipments of this product from that country. However, growers in Canada currently sell grade "A" spinach to U.S. supermarket chains for CA $.30 (CA $1.00 equals US $.82). Canadian shipments are sold ex-warehouse Canada (7.5% commission included) in 40,000 pound truckload quantities. They are eligible for a reduced rate of 15% under the U.S.-Canada Free Trade Agreement.

82. The basis of appraisement for the Mexican shipment is:

A. Transaction value
B. Deductive value
C. Transaction value of identical merchandise
D. Transaction value of similar merchandise
E. Computed value

83. The entered value of the Mexican shipment should be:

A. $ 9,102
B. $14,000
C. $ 9,500
D. $10,000
E. $ 9,672

84. The fee paid to the Mexican grower's U.S. agent is a:

A. Royalty
B. Trade discount
C. Subsequent proceed
D. Buying commission
E. Selling commission

85. Which articles would be eligible for duty-free entry under HTS 9802.00.5010?

A. Leather shoes made in Mexico using all U.S. components.
B. Leather belts made in Nicaragua of all U.S. materials.
C. Hairbrushes manufactured in Jamaica from U.S. plastic and natural fiber bristles from Jamaica.
D. Cotton shirts cut and sewn in Haiti using all U.S. components.

86. In the case of goods originating in Canada within the meaning of General Note 3(c)(vii), HTSUS, and entered for consumption on April 4, 1993, the Merchandise Processing Fee shall be:

A. 20% of the amount otherwise applicable on that date.
B. 40% of the amount otherwise applicable on that date.
C. 60% of the amount otherwise applicable on that date.
D. No fee shall be assessed.

87. Pick the best statement(s) concerning Customs bonds.

A. The same party can act as attorney-in-fact for both principal and surety.
B. The same party can act as surety and attorney-in-fact for the same principal.
C. The same party can act as principal and surety.
D. A & C only.
E. A, B & C.

88. Broker John Gotcha decides to use the fictitious name/dba "ImtheBest" as part of his operation. Before he can use this name, he must submit to the Customs Service:

A. There is no requirement to submit any information. The broker only has to use the name when conducting Customs business.
B. A one-time $25 processing fee.
C. Evidence of his authority to use the name "ImtheBest."
D. A one-time $50 processing fee and evidence of the broker's authority to use the name "ImtheBest."

89. Your client IG Limited of Toronto, Canada recently sent a large industrial generator to Miami Power and Gas to aid in the relief efforts after Hurricane Andrew. The president of IG Limited calls and asks you how long, without any authorized extensions, the generator may remain in the United States. Your response is:

A. 90 days
B. 365 days
C. 180 days
D. 120 days

90. How long must a Customs broker retain a power of attorney after it is revoked?

A. A power of attorney does not have to be retained after it is revoked.
B. A power of attorney should be retained for 3 years after the date of revocation.
C. A power of attorney should be retained for 5 years after the date of revocation.
D. A power of attorney should be retained until revoked by the Commissioner of Customs or the Secretary of the Treasury.

91. A quantity of widgets arrived on United Airlines Flight #436 on June 1, 1988. Four days later a warehouse entry was filed and the merchandise was placed in a bonded warehouse. What is the last date the merchandise can remain in this bonded warehouse before Customs disposes of it?

A. June 1, 1991
B. June 5, 1991
C. June 1, 1993
D. June 5, 1993

92. A broker's license may be suspended or revoked, or a monetary penalty assessed for all of the following EXCEPT:

A. The broker has been convicted six times over the past year on drunk driving charges which have resulted in the suspension of his driver's license.
B. The broker has knowingly employed or continued to employ any person who has been convicted of a felony.
C. The broker has made or caused to be made in any application for a license or permit a false or misleading statement.
D. The broker has violated any provision of any law enforced by Customs.
E. The broker has, in the course of Customs business, willfully and knowingly deceived, misled or threatened any client.

93. Your client's merchandise was entered, released in good faith, and duty paid. Subsequently, the merchandise is discovered to be in violation of a trademark and your client elects to have the merchandise exported. Which statement would be true about the duty paid?

A. A protest must be filed to recover the duty.
B. A drawback claim must be filed for a refund of the duty.
C. The duty may be refunded upon exportation without filing a protest or drawback claim.
D. The duty is forfeited to the government since the entry was for prohibited merchandise.

94. Three shipments of ladies' wearing apparel from Thailand, subject to quota restraints, arrive in Los Angeles on the same flight. Each shipment is properly documented and covered by a separate air waybill, and each invoice is from a different supplier. The values of the shipments are $275, $190, and $245. They are all consigned to the same importer. Which entry type(s) can be filed?

A. One consolidated, formal entry/entry summary
B. A consolidated, informal entry
C. Two informal entries and one formal entry/entry summary
D. Three informal entries

95. Your client asks that you transfer her merchandise from a bonded warehouse to a Foreign Trade Zone for destruction. What will be the status of the merchandise in the Foreign Trade Zone?

A. Non-privileged foreign
B. Domestic
C. Privileged foreign
D. Zone-restricted

96. If your client suspects that "Company X" is importing goods that violate his patent and wants Customs to exclude from entry any future importations, your advice should be:

A. Record the patent with Customs pursuant to 19 CFR 133.
B. Obtain an International Trade Commission Exclusion Order pursuant to 19 U.S.C. 1337.
C. Contact the district director at the suspected port of entry.
D. All of the above.

97. Which is not considered an assist?

A. Design work performed in the U.S. and provided free of charge.
B. Tools provided by the U.S. importer to the foreign manufacturer free of cost.
C. Materials provided by the U.S. importer to the foreign manufacturer for which the manufacturer paid fair market value.
D. A and C
E. B and C

98. Fungible merchandise is:

A. Merchandise that for commercial purposes is identical and interchangeable in all situations.
B. Merchandise that has been produced in the U.S. and not exported.
C. Merchandise that is prohibited from entry.
D. Merchandise that, for Foreign Trade Zone purposes, is maintained under an inventory control method.

99. Not all live elephants are classified under a Chapter 1 heading by virtue of:

A. General Note 3(c), Harmonized Tariff Schedule
B. General Rule of Interpretation 1
C. General Rule of Interpretation 3(c)
D. The Explanatory Notes to the General Agreement on Tariffs and Trade

100. Your client filed an entry/entry summary for consumption with a check for estimated duty attached at the opening of a quota. The quota filled at opening and was prorated by Customs Headquarters. The Customs district office returns the entry/entry summary and check to you for adjustment on the same day that Customs Headquarters notifies the client of the prorated amount. How long after Headquarters authorizes release of the merchandise do you have to deposit an adjusted entry/entry summary and check?

A. 48 hours
B. 5 calendar days
C. 5 working days
D. 4 hours
E. 10 working days

ANSWERS TO Oct. 5, 1992 BROKERS EXAM

1. C
2. C
3. B
4. C
5. D
6. C
7. A
8. A
9. A
10. B
11. D
12. A
13. A
14. D
15. C
16. C
17. C
18. D
19. C
20. C
21. E
22. D
23. C
24. B
25. D
26. B
27. B
28. D
29. D
30. D
31. A
32. C
33. C
34. D
35. C
36. D
37. B
38. E
39. E
40. B
41. VOID
42. A
43. B
44. VOID
45. VOID
46. C
47. D
48. D
49. D
50. B
51. D
52. D
53. D
54. D
55. B
56. B
57. B
58. C
59. B
60. A
61. A
62. A
63. A
64. C
65. B
66. D
67. D
68. B
69. E
70. D
71. B
72. A
73. A
74. D
75. B
76. D
77. C
78. B
79. VOID
80. E
81. D
82. B
83. E
84. E
85. B
86. A
87. VOID
88. C
89. A
90. C
91. C
92. A
93. C
94. VOID
95. D
96. B
97. D
98. A
99. B
100. C

ANSWERS
Learning to Learn for the Customs Brokers Exam

By
Kathryn Janiszewski
and Cathy Permut

PREASSESSMENT ANSWERS

MARK EACH ITEM TRUE (T) OR FALSE (F).

F 1. One long study session is more valuable than several spaced short sessions.

T 2. Associating new information with information that you already know, helps you to learn.

F 3. Studying in the evening is always the best possible time for anyone.

F 4. All of us basically learn the same way.

T 5. In reading an outline, any items that are above an item and to the left of that item's indentation are included in that item.

F 6. In true/false statements, absolute statements containing words like "always" and "never", are usually true.

FIND THE SUBJECT, THE OBJECT IF THERE IS ONE AND THE VERB.
The verb could be more than one word.

1. Despite this obstacle, officials in Baltimore have done a good job selling the port's strengths.

officials	have done	job
(subject)	(verb)	(object)

2. As negotiations between the company and union officials continued last week, union officials disputed the company's dire predictions.

officials	disputed	predictions
(subject)	(verb)	(object)

3. Crimes committed in the course of one's job by those who operate inside business, government, or other establishments, in violation of their sense of loyalty to their employer or client, are among the most difficult to identify.

crimes	are
(subject)	(verb)

SIMPLIFY THESE SENTENCES AND REWRITE THEM.

1. Members of the staff may freely consult in the record room any records that pertain to their work, unless there is basis that one of these individuals wishes to consult a record for purposes not favorable to the interests of the company, then access to that particular record may be refused, and the matter should be referred to the Administration Office.

   Answer: The staff may use any work-related records unless it is for unethical purposes.

2. Policies that encourage industries to pack up and move from one state to another, or even leave the country, in search of cheaper labor costs, lower taxes, and fewer regulations, are policies that, whatever their intention, promote racial inequality through their disproportionate impact on minority workers.

   Answer: Racial inequality is promoted by industries when they move from state to state or out of the country.

Questions on Technical Reading 2A

On the following pages, you will find two charts, two graphs, and a table. The following questions refer to these forms of information.

1. Concerning steel from 1991 to 1993, what is the trend in this period for steel exports? **down quite a lot**

2. What is the trend in this period for steel imports? **up quite a lot**

3. Concerning the chart on steps for shipment, how many steps **may** take place before a vessel is loaded? **eleven**

4. At what point is inspection done? **at the end**

5. Concerning commodity revenue, how much money comes to the area due to shipping of automobiles? **96 million dollars**

6. What is the total of the revenues for the year pictured in this graph? **about 775 million dollars**

7. The total of all percents on a pie chart should add up to (about) **100** per cent?

8. What percent of people working at the port live in either Baltimore City or Baltimore County? **71.9% or 72%**

9. For the table on foreign commerce, in what year do exports show the greatest tonnage? **1991**

10. What is the largest value for imports shown in this table? **$11,600,300,000**

11. What are the trends for both imports and exports shown by the years 1990 through 1993? **falling exports and rising imports**

ANSWERS

SUBJECTS 3A

1. My father and I
2. They
3. Jimmy
4. application forms
5. [young] clerk
6. ship
7. file
8. sister and brother
9. ships
10. He
11. the shoes
12. men
13. It
14. roof
15. ships

SUBJECTS 3B

1. We
2. Taking trips
3. Anna
4. you
5. Riding hi-los
6. cook
7. Nancy
8. Cameras
9. Nations
10. Janice
11. you
12. car
13. We
14. we
15. Abraham Lincoln
16. neighbors
17. port office
18. Maurice
19. man
20. Harry

3C ANSWERS

Complete sentences have a core that contains a subject and verb; incomplete do not. Determine if the following are complete sentences or not.

C A. Seagirt has been pivotal to the resurrection of the once beleaguered port.

I B. At the International Longshoremen's Association hiring hall in Highlandtown, such terrific signs.

I C. With longshoremen over jobs at a nearby rail yard.

C D. Steamship lines were reluctant to sign leases.

C E. Baltimore is an old port.

3D

There are other parts that can be added to sentences that are less important.

Objects complete the meaning of a sentence and receive the action. They answer the question "what?" Find the objects in the following sentences.

1. Seagirt will generate **$35.4 million** in revenues.
2. He negotiated **contracts** with many steamship lines.
3. The Port of Baltimore uses **computers** in its operation.
4. The dockside rail terminal permits the direct **flow** of containers from ships to trains.
5. Cranes hoist multi-ton **boxes**, known as containers, on and off ships.

3E

Modifiers can change the sentence by giving further information. Modifiers can give important or unimportant information. Sometimes they qualify, limit, or restrict the core part and are very important. Locate the core part; then underline the modifiers.

1. The book, the 1989 edition of the International Christian Maritime Association Directory, lists the groups that assist and welcome foreign sailors at all of the world's great ports.

2. While the longshoremen hope that the port's recent upswing will give them more steady work, they're really counting on something far more certain.

3. Faced with automation, intense competition from other ports, and a withering world economy, the ranks of longshoremen in Baltimore have dwindled.

4. From work on ships such as Venus Diamond, Asian Breeze, Alabama Star, Ocean Ace, the sailors can find temporary respite at the center three to five days a week.

5. In an unprecedented move that could ultimately create havoc at the rebounding port, the state is threatening to evict the port's largest stevedoring company.

3F

In the following sentences, cross out modifiers so that you are left with only the core of the sentence. **BOLD words are the modifiers which could be eliminated.**

1. In the 1930's, the streets were alive **(with working people, animals pulling wagons or waiting to be slaughtered, businesses catering to seafarers, and characters who came to Thames Street from ports around the world.)**

2. **(While the potential impact of trade agreements still is being analyzed here,)** it is expected that they will boost exports **like automobiles which have been sluggish.**

3. **(Thanks to landmark agreements liberalizing world trade and harmony between longshoremen and management,)** the port of

Baltimore begins 1994 well positioned to continue its steady growth in cargo.

4. The system **described** has been estimated to cost about $1,500,000 **with a yearly operating cost in the vicinity of $175,000 .**

5. **(When the books closed for the fiscal year on June 30,)** the local port showed a $2.4 million profit.

6. **(Even as the economic doldrums continued to dog Maryland businesses,)** Baltimore's port is laying the foundation for a bright future.

7. **(Despite this obstacle,)** officials in Baltimore have done a good job **selling the port's strengths.**

8. The shipyard, **(which once built the world's largest commercial cargo ships,)** diversified into tunnel construction and ship repair work **(over the past several years to survive.)**

9. **(As negotiations between the company and union officials continued last week,)** union officials disputed the company's dire predictions.

10. **(Just a few hours south of Baltimore, down the Chesapeake Bay,)** managers at the Newport News Shipbuilding Co. have hope for the future.

3G

1. For quite a long time it has been my wish to gain entrance into the field of accounting. This is due to the fact that it challenges my intellect.

   Answer: I have always wanted to go into accounting because it challenges me.

2. To me it appears that Johnson did not give attention whatsoever to the suggestion that had been recommended by the consultant.

   Answer: I believe Johnson ignored the consultant's suggestion.

3. In the past there were quite a large number of firms on the West Coast competing with us. Presently, the majority of those firms have been

forced to go out of business by the hardships and difficulties of the recessionary period of business contraction and stagnation.

Answer: Many of our West Coast competitors have gone out of business because of the recession.

4. This company's policy, in every case, is to proceed with care in testing new equipment, and that such testing must precede our arriving at any positive conclusion with respect to the effectiveness of said product.

Answer: Company policy is to test all new products for efficiency.

5. In the event that Smithers does not come forth with an expression of willingness to lend us assistance in the matter of financing this project, it is entirely possible that we will not be able to make the required acquisitions of raw materials we need without help.

Answer: If Smithers does not help us financially, we may not be able to acquire the needed raw materials.

3H

1. He oversaw the opening of the modern Seagirt Marine Terminal and negotiated a difficult operating agreement with the Longshoremen's Association for the computerized terminal.

2. The Port of Baltimore was at the apex of commercial favor and was growing more rapidly than imagined.

3. The state owns the 570-acre Dundalk site and effectively acts as a landlord, charging rent for the land, plus fees for wharfage, dockage, and use of the cranes.

4. Car accidents can injure and cause financial problems.

5. The North American Free Trade Agreement (NAFTA) and the General Agreement on Tariffs and Trade (GATT) accord are expected to boost trade by eliminating or substantially reducing tariffs.

4A

Exercise: Punctuate the following sentences; underline the main subject and main verb.

1. In a port once known for its labor problems , Seagirt was the first terminal where longshoremen worked through lunch hour.

2. The COSCO ships will mean more cargo for dockworkers to unload , more work for bay pilots whose tugboats bring the huge ships to port , and more work for other port-related businesses like freight forwarders.

3. While many port facilities perform one of these functions well , few do all three.

4. In the 1930's you could make a dollar's worth of nickels every hour for unloading sacks of coffee , crates of canned goods , bags of sugar and anything else ships carried.

5. In recent years , the worldwide recession has prompted major shipping lines to consolidate their cargo and share vessels.

4B

Exercise: Underline the main subject and verb of the following sentences.

1. Automation had just begun; enormous cranes started hoisting cargo off and on ships in huge metal containers.

2. The terminal - creatively financed with money collected on the state's toll roads and bridges - could require decades to recoup its construction costs.

3. This much is clear: hundreds of people and tons of high-technology equipment are needed to deliver a simple breakfast to your table.

4. Hundreds of American products and raw materials depart from the Port of Baltimore daily: coal from Western Maryland, Pennsylvania, and West Virginia; auto parts from Detroit; farm equipment from Wisconsin; and dam components from Pennsylvania, just to name a few.

5. In 1992, for example, 21.1 million tons of cargo passed through Baltimore to international destinations.

PUNCTUATION 4C ANSWERS

1. The mayor's aide reported, "Mayor Stillwater has appointed an interim director to fill the vacancy caused by the port administrator's resignation."

2. The boat captain announced, "There will be complimentary dinner for those guests who were disturbed by the noise."

3. The lottery winner screamed, "I can't believe I won!"

4. "Although you can't say that stress directly causes people to be ill," said the health and safety rep, "stress does significantly affect a person's general health."

5. "When the longshoreman band together to protest unsanitary working conditions, the companies are more easily persuaded to make improvements," explained the lawyer.

6. At an international meeting to support a ban on ozone-destroying chemicals, the concerned representative noted: "The earth's ozone helps filter the sun's ultraviolet rays that cause skin cancer. Without it, we would all die."

7. Speaking about a proposed law to ban overtime, the union activist said, "We are drowning in too much work, and this law is a long overdue lifeline."

8. An unemployment specialist reported: "Low pay is the top reason that millions of one-worker households are poor."

9. Ms. Shepherd works full-time, but she also attends the Washington Evening School to prepare for her GED examination.

10. According to management, the longshoremen are paid an adequate salary; however, the longshoremen are continuing to request salary raises.

11. Many people believe that drunk drivers should have their licenses revoked; moreover, they believe that drunk drivers who are involved in accidents should go to jail.

12. Discrimination based on gender has been made illegal; however, many women proclaim that it still exists.

13. "Let's stop at that new restaurant. I'm starving!"

Complex Sentences

5A

Underline the two verbs and **circle (bold here)** the coordinating clue word in the following sentences.

1. To increase work for longshoremen, the port not only will try to get more container business **but** also will seek to attract more labor-intensive cargo, such as cocoa, beans and coffee, that are not shipped in containers.

2. The longshoremen wanted to strike; the company did nothing to stop them.

3. Dundalk Marine Terminal was nearly overloaded, **and** a new state-of-the-art facility was needed.

4. My application for a job was accepted, **and** I hope to get an offer in two weeks.

5. Most visiting sailors are from the Philippines or Eastern Europe, **and** may be at sea a whole year without returning to their home port.

5B

Underline the subordinate, or less important idea in each of the following sentences.

1. He began working on "bum boats," which picked up work that fell through the cracks and carried last minute items to departing ships.

2. Long ago, if you stood on the corner in the summer when the stevedores were busy and you were big enough, you went to work.

3. Among the nation's ports, Baltimore was highly visible as Clinton administration officials appeared here several times last year to lobby for passage of NAFTA.

4. Baltimore has a disadvantage because of the local unions' guaranteed annual income provision that ensures workers a minimum income even if they can't find work on the docks.

5C

Combine the following sentences into one; try to shorten them, but keep the ideas clear.

1. The trade agreements benefit all ports in the world. We should see more than our share of goods flowing through Baltimore to the heartland of the country.

   Answer: The trade agreements benefit all world ports and we should see many goods flowing through Baltimore on their way to the heartland.

2. The factors that were used to judge Baltimore in the past have changed considerably. Now Baltimore is being judged on her performance, which is first class.

   Answer: Baltimore is being judged on her first class performance, not on factors that were used to judge her in the past.

3. The International Longshoremen's Association voted by a 7-1 margin in favor of extending its existing contract with management. They voted in favor of this for the next two years.

   Answer: The International Longshoremen's Association voted by a 7-1 margin in favor of extending its existing contract with management for the next two years.

4. Recently the commercial market has suffered from a worldwide recession that has driven down shipping rates. Ship owners have little money for repairs since their shipping rates are down.

   Answer: The recent worldwide recession, which drove down the shipping rates, has left ship owners with little money for repairs.

5. Container ships load and unload nearly 26 million tons of diverse cargo through the Port of Baltimore each year. The biggest cargoes now are coal and automobiles.

   Answer: Container ships load and unload nearly 26 million tons of diverse cargo through the Port of Baltimore each year; coal and automobiles are the largest cargoes.

6. Diverse cargo goes through Baltimore/Washington International Airport as air freight. Cargo coming through BWI Airport includes satellites, seafood, auto

parts, airmail, and fresh flowers.

Answer: Diverse cargo, such as satellites, seafood, auto parts, airmail, and fresh flowers, goes through Baltimore/Washington International Airport.

7. A growing percentage of products bound for domestic consumption or export are shipped intermodally. Intermodal transportation means that two or more modes of transportation are being utilized.

A growing percentage of products bound for domestic consumption or export are shipped by two or more modes of transportation, which is called intermodal transportation.

8. A skilled bay pilot steers a giant cargo ship into the bay channels leading to the Port of Baltimore. There are more than 30 public and private terminals at the Port of Baltimore.

Answer: A skilled bay pilot steers a giant cargo ship into the bay channels leading to the more than 30 public and private terminals at the Port of Baltimore.

9. The Port of Baltimore is closer to the Midwest than any other East Coast port. One third of the nation's population lives within one night's drive of Baltimore. The port serves 60 ocean going carriers.

Answer: The Port of Baltimore, serving 60 ocean carriers, is closer to the Midwest than any other East Coast port, with one third of the nation's population living within one night's drive.

10. Using 1989 data, the Port of Baltimore generates about $1.8 billion in revenue and employs nearly 55,000 Marylanders in maritime or related jobs. These jobs range from longshoremen and crane operators to customs officials and import/export brokers.

Answer: According to 1989 data, the Port of Baltimore generates about $1.8 billion in revenue and employs nearly 55,000 Marylanders in maritime or related jobs, ranging from longshoremen and crane operators to customs officials and import/export brokers.

5D Paraphrase the following sentences.

1. At a time when the port was losing money, hemorrhaging cargo to Norfolk and fighting thorny labor problems, state officials saw Seagirt as a crucial marketing tool, an emblem of the state's commitment to the port's revival.

   Answer: Officials saw Seagirt as a crucial marketing tool when the Port was losing money.

2. Truck drivers who used to spend up to 1.5 hours at the port processing a single container for export can now complete the process at Seagirt in 20 minutes, due to automated systems, including a computerized truck plaza that lets truckers check in and share information about their cargo without leaving the cab of their rig.

   Answer: Truck drivers can now process a container at the new Seagirt in 20 minutes, as opposed to the old 1.5 hours.

3. In 1990, the Maryland Port Administration, the public agency responsible for promoting the flow of international waterborne commerce through the state's marine terminals, opened the 265-acre Seagirt Marine Terminal, a showpiece of high technology cargo handling systems and equipment.

   Answer: In 1990, the Maryland Port Authority opened Seagirt Marine Terminal, showpiece of high technology.

4. With adjustable decks on ships to handle different types of vehicles, from automobiles to farm equipment to helicopters, Ro-ro ships are loaded and unloaded by drivers who ride buses into the ships' holds and drive the "rolling stock" into parking lots where the vehicles are stored until they are loaded onto trains or trucks.

   Answer: Re-ro ships, able to store different vehicles, are loaded and unloaded at the port.

5. Reefer ships, short for refrigerated ships, carry perishable goods in insulated, refrigerated holds whose temperature can be maintained to within the desired temperature, plus or minus one degree Fahrenheit.

   Answer: Reefer ships carry perishable goods in refrigerated holds.

Revising Sentence Order 5E

Rewrite these sentences in chronological order.

1. Following on the heels of the trade agreements, a great increase in cargo is expected in the latter part of 1994, which will even surpass the 3-4% increase experienced over the past 15 months.

   Answer: There was a 3 to 4% increase in cargo the past 15 months; the trade agreements will cause an even greater increase in the latter part of 1994.

2. In computing net cost, before you subtract the cash discount, you need to subtract trade discounts from the list price.

   Answer: In computing net cost, subtract trade discounts from the first price, and then subtract the cash discount.

3. Federal government intervention in the strike followed previous state involvement.

   Answer: The state tried to settle the strike, but the federal government had to step in finally.

4. By the year 2012, the intermodal share of international and domestic cargo traffic is expected to more than double, to 36 percent, thanks to the proven success and profitability of intermodal transportation.

   Answer: The success and profitability of intermodal transportation will cause a 35% increase, more than doubling by 2012.

5. The value of technology did not become clear until 1966, when Sealand Service, Inc., the largest U.S. flag steamship carrier, began the first trans-Atlantic container service, even though containers were used to ship goods as early as the Civil War.

   Answer: As early as the Civil War, containers were used to ship goods. But in 1966 when Sealand Service, Inc. began the first trans-Atlantic container service, the value of technology became clear.

5F Exercise: Underline the main subject and verb in each of these sentences.

1. Industry, the second and more modern form of production, soon replaced feudalism.

2. More recently, steamship companies, responding to a worldwide recession, have consolidated their loads.

3. The dispute between the Maryland Port Administration - the agency that oversees operation of the state-owned terminals - and Ceres Terminals Inc. centers on nearly one million dollars in payments that Ceres allegedly owes the state in connection with its operation at Dundalk Marine Terminal.

4. Still, a cloud looming over Baltimore and other ports is the uncertain world economy.

5. Because of NAFTA, products from South and Central America that currently move by truck and rail, soon can be sent more cheaply by ship to the U.S. and Canada through East Coast ports.

5G Passive and Active Sentences

1. It is widely agreed that there has been a great shift in the way Americans make a living in the twentieth century, especially in the last twenty-five years.

   Answer: The way Americans make a living has shifted dramatically, especially in the latter part of the twentieth century.

2. The American transportation system has been propelled forward by amazing inventions.

   Answer: Amazing inventions have propelled the American transportation system forward.

3. Some very good programs have been instituted by the International Longshoremen's Association.

   Answer: The ILA has initiated some very fine programs.

4. Our lives are affected by the imports and exports that occur daily at the port.

   Answer: Imports and exports affect our daily lives.

5. Some believe that women's growing role in the work force has moved them toward economic equality with men, even if they have not yet attained that goal.

   Answer: Women's growing role in the work force, moving them toward equality with men, is a goal as yet unattained.

Simplifying Sentences 5H

Rewrite these complicated sentences into a form easier to read and understand.

1. Supertankers, which carry raw petroleum to refineries, are able to carry more product than smaller tankers - a million or more barrels - without a larger crew, but their enormous size and deep draft, the depth a ship requires below the waterline, won't allow them into most ports.

   Answer: Supertankers are able to carry more product with less crew, but their size and draft won't allow them in most ports.

2. Trucking companies are shipping more trailers and containers by rail for distances over 700 miles, the distance when intermodal really begins to offer savings to shippers, to make the best use of their equipment, and their most valuable resource - experienced drivers.

   Answer: Trucking companies are shipping more trailers and containers by rail, for distances 700 miles or more, to make the best use of their equipment and drivers.

3. Transportation continues to be affected by mechanical advances - better chassis for trucks, more efficient and powerful engines, lighter flatcars, bigger ships, but perhaps more dramatic in the next century will be advances in high-technology equipment for communication, data management, even for precise operation of existing equipment.

   Answer: Transportation is vastly affected by technology and will continue to be in the coming decades.

4. We recommend that procedures for implementation and approval of changes in positions that already exist be defined. We further suggest that such procedures should include the use of a form containing the following features: it should contain old classification and salary scale (if applicable); also, new classification and salary scale; additionally, reason for creation or change in the position classification; the department head's signature; as well as approval of the associate director in charge of the area; and finally approval of the deputy director.

Answer: Define procedures for changes and how they are approved. Create a new form with the following:

- **old and new salary classification**
- **reason for the position**
- **department head signature**
- **area associate director's approval**
- **deputy director's approval**

5. Big steamship companies find that a growing number of their staff are now directly involved in managing and using computer resources, not running the ships themselves; through electronic data interchange, shippers can plan the entire course of a shipment - from choosing a container to booking a slot on an intermodal train - in advance, on one bill of lading, and even pay only one time for the services of up to half a dozen different carriers.

Answer: Steamship company staff increasingly use computers for their work.

6. The revolutionary Seagirt Marine Terminal's 20-story, state-of-the-art cranes, able to lift 60 tons at once, up to 110 feet above a ship, or 48 feet out from the dock, have automated systems that allow operators to program the cranes to perform the hoist between ship and dock over and over, automatically, at top speeds - one container every two minutes.

Answer: The new Seagirt cranes can lift 60 tons straight up 110 feet or 48 feet out from the dock. The cranes have automated systems that perform hoists at top speed.

7. As the American fuel crisis seems to be at least temporarily over, and as Americans become more irritated with the continual growth of the federal

government in the lives of private citizens, the need for 55-mile-per-hour speed limit on the interstate highways seems unjust. The 55-mile-per-hour speed limit came into existence in 1972. It was enacted as an emergency measure to save fuel during the Arab oil embargo. The legislation which made the 55-mile speed limit a law did not go through the usual legal proceedings which make most bills laws. Because of this, the emergency speed limit act did not require the usual two-thirds vote in both houses of Congress, which would have made it a law. Yet almost 22 years later, the 55-mile-per-hour speed limit is still being enforced as if it were a law.

Answer: Many Americans feel that the 55-mile-per-hour speed limit is unjust because it never went through the usual legal process. It was enacted in 1972 as an emergency measure to save fuel duing the so-called crisis.

8. Recently a memo was sent to Cost Accounting indicating that $121,776 direct material dollars were charged in error to the Basic Title IV Contract and should be transferred to the Madison ICC #2 Contract. While we agree that this transfer should be made, we feel it is important that the dollar amount in question is transferred within the proper cost accounts. Therefore, we are providing the attached breakdown to help in this transfer. It should be noted that the above mentioned value covers charges for Lot 27, and 27 only. Please contact the undersigned if there are any questions.

Answer: The Basic Title IV Contract was incorrectly charged with $121,776 for Lot 27. It should have been charged to Madison ICC #2 Contract. The transfer should be made according to the attached sheet.

More Complicated Sentences 5J

Read the following complicated sentences from the Harmonized Tariff Schedule of the United States (1994) - Supplement 1. Rewrite the information in simplified form.

1. 141.86 Contents of invoices and general requirements.
   (a) General information required by Tariff Act. Each invoice of imported merchandise shall set forth the following information:

   (6)If the merchandise is shipped otherwise than in pursuance of a purchase or an agreement to purchase, the value for each item, in the

currency in which the transactions are usually made, or, in the absence of such value, the price in such currency that the manufacturer, seller, shipper, or owner would have received, or was willing to receive, for such merchandise if sold in the ordinary course of trade and in the usual wholesale quantities in the country of exportation;

Answer: The invoice needs to state the value of the item in the usual currency, or the price that the owner would have received.

2. 141.87 Breakdown on component materials.

Whenever the classification or appraisement of merchandise depends on the component materials, the invoice shall set forth a breakdown giving the value, weight, or other necessary measurement of each component material in sufficient detail to determine the correct duties.

Answer: If classification depends on component materials, the invoice should give the value, weight, and measurement of each component in order to assign correct duties.

3. Section XI Textiles and Textile Articles

2. (A) Goods classifiable in chapters 50 to 55 or in heading 5809 or 5902 and of a mixture of two or more textile materials are to be classified as if consisting wholly of that one textile material which predominates by weight over each other single textile material.

(B) For the purpose of the above rule:

(a) Gimped horsehair yarn (heading 5110) and metalized yarn (heading 5605) are to be treated as a single textile material the weight of which is to be taken as the aggregate of the weights of its components; for the classification of woven fabrics, metal thread is to be regarded as a textile material;

Answer: Gimped horsehair yarn and metalized yarn are to be treated as a single material. The weight is to be taken from combining all the weights of the components.

4. Subheading Notes

1. In this section and, where applicable throughout the tariff schedule, the following expressions have the meanings hereby assigned to them:

(c) Bleached yarn

Yarn which:

(i) Has undergone a bleaching process, is made of bleached fibers or, unless the context otherwise requires, has been dyed white (whether or not in the mass) or treated with a white dressing;

Answer: Bleached yarn is yarn that has been bleached, has been dyed white, has been treated with a white dressing, or has been made of fibers so treated.

5. Subheading Notes

(g) Dyed woven fabric

Woven fabric which

(i) Is dyed a single uniform color other than white (unless the context otherwise requires) or has been treated with a colored finish other than white (unless the context otherwise requires), in the piece; or

Answer: Dyed woven fabric is fabric which is not white and has been dyed one color or treated with a colored finish.

6. Subheading Notes

2. (A) Products of chapters 56 to 63 containing two or more textile materials are to be regarded as consisting wholly of that textile material which would be selected under note 2 to this section for the classification of a product of chapters 50 to 55 consisting of the same textile materials.

Answer: If a product of chapter 56-63 has two or more textile materials, it is considered material selected under note 2 of this section.

7. Subheading Notes

2. (B) For the application of this rule:

(a) Where appropriate, only the part which determines the classification under general interpretative rule 3 shall be taken into account

Answer: Only the part that determines the classification under rule 3 shall be considered.

8. Subheading Notes

2. (B) For the application of this rule:

(c) In the case of embroidery of heading 5810 only the ground fabric shall be taken into account. However, embroidery without visible ground shall be classified with reference to the embroidering threads alone.

Answer: Embroidery (heading 5810) must have a ground fabric, or, if there is no visible ground, it must be classified by the embroidery threads.

9. Additional U.S. Notes

2. The term "Certified hand-loomed and folklore" as used with respect to products provided for in the tariff schedule, refers to such products as have been certified, in accordance with procedures established by the United States Trade Representative pursuant to international understandings, by an official of a government agency of the country where the products were produced, to have been so made.

Answer: "Certified hand-loomed and folklore" refers to products certified by a government official in the country where the products were made.

10. Statistical Notes

1. Restraints under the Arrangement, regarding International Trade in Textiles may not apply to developing country exports of "hand-loomed and folklore products" which have been certified, in accordance with procedures established by the Committee for the Implementation of Textile Agreements pursuant to international understandings, by an official of a government agency of the country where the products were produced, to have been so made. The importer is required to identify such certified products on the entry summary or withdrawal forms by placing the symbol "F" as a prefix to the appropriate 10 digit statistical reporting number.

Answer: Restraints on "hand-loomed and folklore products" may not apply. The importer must then identify the product by putting an "F" before the 10-digit number.

Test Preparation Answers 6A

Exercise: Mark the following items T or F.

T 1. Domestic status may be granted to foreign merchandise which was previously entered free of duty and tax.

F 2. All imported jewelry must be marked with the country of origin by means of a string tag.

F 3. When making entry for merchandise sold while in transit from the port of exportation to the port of entry, only the resale invoice must be filed.

F 4. Binding rulings are only granted for classification.

F 5. Foreign freight traveling inland is always dutiable as part of transaction value.

F 6. All powers of attorney are good for two years if issued for a Customs business.

F 7. The dollar amount of the bond must be in multiples of 10.

F 8. A broker has no means of changing the address on a bond once it has been approved by Customs.

F 9. No contingency of diversion is allowed with the Caribbean Basin Initiative.

F 10. A corrected original invoice must be submitted whenever there is a shortage in the quantity shown if the missing amount is being entered on a subsequent entry.

POST ASSESSMENT 6B

MARK EACH ITEM TRUE (T) OR FALSE (F).

F 1. Forming questions before one reads does not help memory.

T 2. Mnemonic devices, like ROY G BIV to remember the colors of the spectrum, help memory when there is no other way to organize information.

T 3. Keeping a distraction list while studying actually helps you concentrate and be less distracted.

T 4. Preparing for the Brokers Exam needs planning and spaced study with review sessions.

F 5. Reading titles and subtitles is not of any value in technical reading.

F 6. Taking practice tests and timing oneself only increases test anxiety.

FIND THE CORE OF THE SENTENCE WITH THE SUBJECT AND VERB; THE VERB MAY BE MORE THAN ONE WORD. SOME SENTENCES HAVE OBJECTS.

1. The dockside rail terminal permits the direct flow of containers from ships to trains.

terminal	permits	flow
(subject)	(verb)	(object)

2. Earlier this year, longshoremen voted handily to extend their contract for two more years rather than face difficult negotiations in 1994.

longshoremen	voted
(subject)	(verb)

3. Federal government intervention in the strike followed previous state intervention.

intervention	followed	intervention
(subject)	(verb)	(object)

SIMPLIFY THESE SENTENCES AND REWRITE THEM.

1. Whenever the classification or appraisement of merchandise depends on the component materials, the invoice shall set forth a breakdown giving the value, weight, or other necessary measurement of each component material in sufficient detail to determine the correct duties.

   Answer: If classification depends on component materials, the invoice should break these down by value, weight, and measurement, in order to assign correct duties.

2. The unit of measure to be used by Customs field offices when reporting imports of textiles to Customs Headquarters Quota Section shall be the first unit of quantity unless the second unit of quantity (if there is one) is underlined, in which case the second unit of quantity shall be reported.

   Answer: When reporting textile imports, use the first unit of measure for quantity unless the second is underlined; in that case, use the second.